STANDARD OPERATING PROCEDURE
Authorized Software

Purpose
To ensure licensing compliance for all software owned and distributed by Liberal Arts IT.

Definitions
Freshdesk– Liberal Arts Information Technology Request System, the system used to submit IT related requests.

MLP – Microsoft Licensing Program, renewed yearly through the Texas A&M Software Center (sell.tamu.edu). This program covers all versions of core Microsoft products including but not limited to; Windows Operating System, Office Suite, and associated Client Access Licenses (CAL) for SQL and Windows Server.

Procedure

All software installed on computing devices owned by TAMU must be appropriately licensed, and the license must belong to TAMU. Additionally, all software must be properly patched and secured.

Software licensed by TAMU can only be installed on TAMU computing devices.

Purchasing and maintaining a record of college-wide software licenses is handled by Liberal Arts IT Logistics.

All college departments are supported and participate in the campus wide MLP.

Requests to purchase software not covered by the MLP must be submitted to Liberal Arts via a Freshdesk ticket if the software is to be considered for college wide usage. Specialized software used in a departmental classroom/lab or by a researcher is the responsibility of that department and/or the faculty member.

A quote for the software will be obtained and sent back to the originating office for approval.

No software may be copied or installed on more than one computer unless specifically granted by licensing agreement.

If found, unauthorized software is subject to removal by Liberal Arts IT following verification that appropriate licenses do not exist. When unauthorized software is removed from a computer, an email listing the name of the software and a reminder of University Rules and SAP's will be sent to the individual to which the computer is assigned, and to their department head.

Discrepancies between installed and approved software are brought to the attention of the department head.

Related Policies/Rules/SAPs
TAMU SAP 29.01.03.M1.01, Network Scanning and Vulnerability Assessments
TAMU SAP 29.01.03.M1.02, Information Resources – Acceptable Use
TAMU SAP 29.01.03.M1.25, Information Resources – Use of Peer-to-Peer File Sharing
University Rule 29.01.99.M2 Rules for Responsible Computing
TAMU IT Information Security Controls Catalog: CM-11 User Installed Software