

February 25, 2011

To: K-State Faculty/Staff

From: Information Technology Services staff

**Re: Microsoft School Agreement 3.4 Work at Home Campus Acceptance Form**

This acceptance form is valid for the Microsoft software products listed below, which shall be referred to collectively herein as the "Software". Software is made available to you because Kansas State University has purchased license coverage for the Software through its Microsoft School Subscription Enrollment effective 12/01/2010. Kansas State University is providing the right for you to use the Software for **Work-related** purposes at home under its Microsoft School Subscription Enrollment. **You are not licensed to use the Software at home for personal purposes.** You do not own the license, rather you are authorized to use the Software and associated media pursuant to the terms and conditions of the licensing agreement during the licensed period starting 12/01/2010 and ending 11/30/2013. You will be required to remove the Software from your home machine immediately upon expiration of the licensed period or earlier if your employment by Kansas State University ends.

Work At Home (WAH) rights have been provided by Kansas State University for the following product(s). Please check which of the following you are requesting.

_____ Windows 7 Professional Upgrade (32-bit/64-bit)	SN: _____
_____ Office Professional Plus 2010	SN: _____
_____ Office Mac Standard 2011	SN: _____

Please initial each statement:

- \_\_\_\_\_ I will read and abide by the license agreement(s) associated with this Software.
- \_\_\_\_\_ I understand that no technical support is provided by Microsoft in association with my work-at-home use.
- \_\_\_\_\_ I understand the minimum specifications to run the Software are listed at <http://www.microsoft.com/products>
- \_\_\_\_\_ **I will remove the Software from my home machine immediately upon the earlier of (a) expiration of the licensed period specified above or (b) the end of my employment by Kansas State University.**
- \_\_\_\_\_ **I understand that I am not licensed to use the Software for personal purposes.**

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title/Classification: \_\_\_\_\_

e-mail address: \_\_\_\_\_

phone: \_\_\_\_\_

Date: \_\_\_\_\_

Classification verified \_\_\_\_\_

*A copy of the form and the license agreement has been provided for your records.*

### **From the Microsoft Product Use Rights document**

(<http://www.microsoftvolumelicensing.com/userights/DocumentSearch.aspx?Mode=2&Keyword=&Registration=1>):

**Work at Home (WAH) License.** For each WAH license you acquire, the single primary user of a device on which you run a separately licensed copy of the software (work device) may install and use one copy of the software on a home device (WAH user). If you upgrade the software on the work device, the WAH user may upgrade the copy on the home device. The WAH user's right to use the software terminates when the WAH user leaves your organization. At that time, the WAH user must remove the software from the home device.

From the "Volume Licensing for Education Institutions" web page

(<http://www.microsoft.com/education/license/manage/workathomerights.aspx>):

### **Work at Home licenses for Academic Volume License Customers**

Academic institutions that have acquired licenses through Microsoft Academic Volume Licensing programs may grant to their faculty and staff the right to use a second copy of a **limited** selection of products on either a home or portable computer for **work-related purposes**.

You and your affiliates must make reasonable efforts to ensure that faculty, staff, or other employee users delete and remove such copies from the temporary RAM and permanent memory (in other words, the hard disk) of their computers at the end of the agreement term. To help you communicate these requirements to your users, download the sample Work at Home acceptance forms from right side of this page.

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