



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
2411 West 14th Street, Tempe, AZ 85281-6942

MCCCD EMPLOYEE MICROSOFT USERS ACCEPTANCE CONTRACT

This agreement ("Contract") sets forth the terms under which MCCCD staff and faculty may use certain Microsoft software products at home solely for MCCCD business related purposes.

Use of the Software for personal or commercial purposes is a violation of Microsoft's copyright and thus illegal. Additionally, MCCCD's Technology Resource Standards provide that "[U]se of Maricopa's technology resources... is limited to educational, research, service, operational, and management purposes of the Maricopa County Community College District and its member institutions."

Under the Campus Agreement, MCCCD has received a Volume License Key that will allow multiple installations of the Software. MCCCD will distribute the Volume License Key to staff and faculty users as needed, along with a CD/DVD of the Software.

For home use of the Software, you will be provided the Volume License Key and a CD/DVD of the Software. You must promptly install the CD/DVD and either destroy it or return it to your location, at the direction of the person authorized to distribute the Software at your location.

Non-exempt employees using the Software at home are responsible for obtaining appropriate approvals for and otherwise complying with applicable MCCCD procedures for working at home before doing so.

Please initial, legibly, each statement:

- I will read and abide by the license agreement(s) associated with this Software.
I understand that the Volume License Key and Software CD/DVD are provided for my authorized employee use only and that I will be responsible for any unauthorized use of them by me, including potential disciplinary actions.
I understand that no technical support is provided by MCCCD in association with my work-at-home use.
I understand the minimum hardware/software specifications to run the Software as listed at: http://www.microsoft.com/catalog/display.asp?site=790&subid=22&pg=3
On receipt of the Volume License Key and Software CD/DVD, I will promptly install them and either destroy the CD/DVD or return it at the direction of the authorized person from whom I received the CD/DVD.
I will remove the Software from my home computer immediately upon the earlier of (a) any event which causes me to no longer be an employee of MCCCD for any reason or (b) the non-renewal and expiration of the Campus Agreement.
I understand that I am not licensed to use the Software for personal or commercial purposes.

ACCEPTED BY:

Signature Printed Name Date

FOR OFFICIAL USE ONLY
Date of Software Given: Processed by: