

# Columbia State Community College Department of Computer Services

## *Microsoft Software Work at Home Use Rights*

### Guidelines

#### I. General

Columbia State will grant faculty and staff the right to use a second copy of a **limited** selection of Microsoft software products on either a home or portable computer for **work-related purposes** as provided for in our Microsoft licensing agreements. Which software products are available will depend upon the specific license agreement that applies to the software installed on the employee's work computer.

#### II. Employee Eligibility

Only the primary user of a work computer on which a copy of the software is installed may install a second copy on either a home or work computer, and such copy must be used for work-related purposes.

#### III. Software Products Included

##### A. Software Licensed by Columbia State under the Microsoft "Academic Select 5.0" software licensing agreement

- ? Office
- ? FrontPage
- ? Publisher
- ? Microsoft Project
- ? Visio

##### B. Software licensed by Columbia State under the Microsoft "Campus Agreement 2.0" software licensing agreement

- ? Office
- ? Publisher
- ? Front Page
- ? Encarta

##### C. Other

Microsoft software products licensed under other Microsoft licensing agreements may be included depending upon the terms of the specific agreement which applies.

#### IV. Faculty/Staff Users Acceptance Form

All faculty/staff members granted Microsoft Work at Home Use Rights under this policy must sign a "Users Acceptance Form" (Appendix A or Appendix B as appropriate) that delineates the terms of use for the software included. These "User Acceptance Forms" are incorporated into this policy by reference.

## V. Records of Software Use and Distribution

Computer Services shall be responsible for maintaining records of software use and distribution under this policy.

## VI. Technical Support

Columbia State will not provide technical support in association with work-at-home use.

## Procedures

### I. Requesting Microsoft Work at Home Use Rights

Faculty or staff members wishing to take advantage of the Microsoft Work at Home Use Rights shall complete the appropriate "Users Acceptance Form", indicating which software package(s) they wish to use on their home or portable computer and indicating their understanding of and agreement to the terms and conditions for using the software. Forms will be available in Computer Services, and completed forms shall be submitted to Computer Services.

### II. Verification of Eligibility

Computer Services will be responsible for verifying that the software package requested is currently installed on the requesting faculty/staff member's work computer, determining the Microsoft licensing agreement which applies to that particular computer, determining that the requesting employee is the primary user of that particular computer and that the employee is otherwise eligible for work-at-home use rights.

### III. Distribution of Software

Once Computer Services has verified employee eligibility, they will distribute software to the employee on appropriate media and provide the required License Keys.

### IV. Record Keeping

Computer Services will maintain records of software use and distribution under this policy, including Staff/Faculty Users Acceptance Forms.