

When ordering Work at Home (WAH) rights, you and your affiliates must make reasonable efforts to ensure that faculty, staff or other employee users delete such copies from their home computers when the licensed period expires. It is recommended that you copy and distribute the license agreement to your licensed users so they may accept the terms of the licensing agreement in writing when media is distributed. You may create an acceptance form with the information below. This information would then be stored in your database.

The number of faculty/staff users that can be granted Work at Home rights may not exceed the number of eligible PCs covered by your School Subscription Enrollment. For example, if you have a subscription for 100 PCs and your school has 200 teachers, you may order Work at Home rights for only 100 teachers.

Sample Microsoft School Agreement 3.4 Work at Home 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 (name of institution) has purchased license coverage for the Software through its Microsoft School Subscription Enrollment effective (enter date). (Name of institution) is ordering 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 or the CDs, 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 (enter date) and ending (enter date). 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 (name of institution) ends.

Work At Home (WAH) rights have been ordered by (name of institution) for the following product(s) (referred to collectively herein as the "Software"):

Township of Franklin Board of Education Office 2007 Enterprise Edition

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 (name of institution).
- ___ I understand that I am not licensed to use the Software for personal purposes.

Signature: _____

Printed name: _____

Date: _____