



# MCC Staff/Faculty Software Users Acceptance Contract

This agreement (“Contract”) sets forth the terms under which Mesa Community College staff and faculty may use certain software products at home **solely for Mesa Community College business related purposes**. The Contract is valid for the products listed below (“Software”). Mesa Community College has purchased license coverage for the Software through a license agreement (“License Agreement”).

Use of the Software for personal or commercial purposes is illegal and a violation of the License Agreement. Under the License Agreement, Mesa Community College has received a Volume License Key that will allow multiple installations of the Software. Mesa Community College will distribute the Volume License Key to staff and faculty users as needed. Holders of the Volume License Key are required to keep it secure and not distribute it in any fashion. Key holders will be held responsible for any unauthorized use or distribution of the Software and Volume License Key.

Mesa Community College is the owner of the Software, CD’s, and any copies burned by Mesa Community College. Non-exempt employees using the Software at home are responsible for obtaining appropriate approvals for and otherwise complying with applicable Mesa Community College procedures for working at home before doing so.

You must remove the Software from your home computer **immediately** upon the earlier of (a) any event which causes you to no longer be an employee of Mesa Community College for any reason or (b) expiration of the License Agreement. The Software listed below may be used at home under this Contract:

Microsoft Windows XP  
Microsoft Office Professional 2007 (Word, Excel, PowerPoint, Access)

**Other Special Software:** (Must receive prior approval from Department Chair or Program Directors before obtain a copy)

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- \_\_\_\_\_ I will read and abide by the license agreement(s) associated with this Software.
  - \_\_\_\_\_ I understand that the Volume License Key is provided for my authorized employee use only and that I will be responsible for any unauthorized use of it by me.
  - \_\_\_\_\_ I understand that no technical support is provided by Mesa Community College in association with my work-at-home use and personal computer.
  - \_\_\_\_\_ I understand the minimum hardware/software specifications to run the Software.
  - \_\_\_\_\_ I understand that Mesa Community College is NOT responsible for any difficulties that may arise from the installation of the Software on my personal computer.
  - \_\_\_\_\_ I will remove the Software from my home computer immediately upon the earlier of (a) any event which cause me to no longer be an employee of Mesa Community College for any reason or (b) expiration of the License Agreement.
  - \_\_\_\_\_ I understand that I am not licensed to use the Software for personal and commercial purposes.
  - \_\_\_\_\_ I understand that as a Business Department faculty member I have access to the Software in the Multi-Use Lab and do NOT have to install the Software on my home computer.

**Accepted By:**

\_\_\_\_\_ Signature

\_\_\_\_\_ Printed Name

\_\_\_\_\_ Date