

**Microsoft Campus Agreement
Employee Acknowledgement Form**

Effective October 29, 2007

THE FOLLOWING TERMS AND CONDITIONS ARE A BINDING AGREEMENT AND BY SIGNING THIS DOCUMENT YOU INDICATE THAT YOU ACKNOWLEDGE AND AGREE TO BE BOUND BY THESE TERMS FOR USE OF MICROSOFT SOFTWARE UNDER THE MICROSOFT CAMPUS AGREEMENT.

I acknowledge that in conjunction with my receipt of Microsoft products for OSU departmental use (OSU-owned equipment) pursuant to the Microsoft Campus Agreement with The Ohio State University, I have been advised of, and hereby accept, the following terms and conditions associated with my use of the following licensed products:

- a. Microsoft Windows XP Pro/Vista 32-bit OR 64-bit Operating System upgrade.
- b. Microsoft Office Professional/Enterprise (Windows or Macintosh).
- c. Microsoft CORE Client Access License.
 - 1) That I may install the Windows Upgrade media only onto PCs having an existing **full Windows license**.
 - 2) That I am prohibited from reverse engineering, decompiling, or disassembling the licensed products, and that I am prohibited from separating component parts for use on more than one computer.
 - 3) That I am prohibited from renting, leasing, or lending the licensed products.
 - 4) That I may not transfer rights, if any, that I receive with these products to any third party.
 - 5) That I am not entitled to free telephone support for these products.
 - 6) That the products may not be reproduced or otherwise copied to student users.
 - 7) That the products are licensed by Microsoft and may only be used subject to the terms and conditions of the Microsoft Campus Agreement with The Ohio State University and the applicable Product Use Rights (<http://www.microsoft.com/licensing/userights/>) . See the specific License Terms at http://oit.osu.edu/site_license/mslicense/licagree.html .
 - 8) That the products may be installed on one or more computers at my office and, if I elect to do so, a single copy may be installed on one personally owned or leased home or portable computer.
 - 9) That if I elect to install the licensed products on a single personally-owned home or portable computer (but not both) that:
 - a. The licensed products must be used only for work-related purposes; and
 - b. That the products must be deleted and removed from the temporary memory (RAM) and permanent memory (e.g. hard disk) of such computer at the end of the term of the Volume Licensing Agreement, or at an earlier date if so notified by my employer.
 - c. That I must use hardcopy "Take Home Media" to install on a personally-owned PC at my home. I am not entitled to use the Microsoft Select volume license media or online volume license media for personally-owned PC installation at my home.
 - 10) That I will return the products to my employer at the end of the term of the Campus Licensing Agreement, at an earlier date if so notified by my employer, or at the end of my employment with the university whichever comes first.

I understand that if I fail to comply with these terms I will be solely responsible to Microsoft and/or The Ohio State University for my actions, that my actions may result in civil and/or criminal penalties, and that they may constitute behavior outside the scope of my employment with The Ohio State University in accordance with Chapter 109 of the Ohio Revised Code.

By signing this document, which is to be kept by my department, I agree to the terms of use of Microsoft software under the Microsoft Campus Agreement.

Signature

Date

Printed Name

Department

Title

OSU Username (name.#)