

**Microsoft Campus Agreement –  
 Work at Home Rights**

The Microsoft Campus Agreement provides for Murdoch University employees to install and use ONE copy of the following Microsoft products on a home computer that they own or lease for Murdoch University work-related purposes only.

Products: Latest or earlier versions of Microsoft Office Professional (including Publisher), Microsoft Office for Macintosh, Microsoft Visio Professional, Microsoft Project Professional, Microsoft SharePoint Designer, and Visual Studio Professional Edition

Before any of the covered software products are installed on a staff members personal computer the staff member must first complete this form. Completed forms must be forwarded to the IT Service Desk and a copy is to be given to the employee.

Before installing these products on personally owned or leased workstation, staff should note the following:

1. Software is only to be used for Murdoch University work related purposes. Full conditions available at <http://www.its.murdoch.edu.au/license/>
2. Staff using this software on a personally owned or leased workstation do so at their own risk. Murdoch University will not accept any responsibility or liability for any consequential damage or lost data resulting from the use of this software.
3. Staff undertake to comply with copyright laws and understand that severe penalties apply to persons who do not comply with software licence provisions.
4. Copies of this software media and/or the ability to use these products must not be passed to persons who are not employed by Murdoch University.
5. Staff electing to use these products on a personally owned or leased workstation must undertake to remove this software from any such workstation on disposal of the equipment, termination of the Site License Agreement, or termination of employment with Murdoch University, whichever occurs first.
6. Staff are only permitted to install ONE copy of any of the approved Microsoft products onto a home computer.
7. Staff acknowledge that software obtained via this agreement is on a “right to use” basis and no license has been transferred .

Signature of this form confirms agreement and acceptance of the terms and conditions of staff “Work at Home” rights as granted under the Microsoft CAUDIT Agreement.

**I \_\_\_\_\_(insert name), A MURDOCH UNIVERSITY STAFF MEMBER, HAVE CAREFULLY READ THE ABOVE TERMS AND I UNDERSTAND THAT IN USING THE SOFTWARE, I WILL ABIDE BY THE RESTRICTIONS AND THAT MY FAILURE TO DO SO MAY RESULT IN DISCIPLINARY PROCEEDINGS BEING BROUGHT AGAINST ME.**

<b>Agreed by:</b>	Staff Number:	Staff name, job title, School/Office:	Signature and date:
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<b>Witnessed by:</b>	Staff Number:	Staff name, job title, School/Office:	Signature and date:
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*A copy of the completed form to be given to staff member for their records and the original to be forwarded to the IT Service Desk.*