

Liberal Unified School District #480

District Software License Usage Request Acceptable use of District Software Policy

1. All use of District supplies software must be in support of education and shall be consistent with the purpose and policies of USD 480.
2. Use of District software to create material likely to be offensive or objectionable to others is prohibited.
3. Any use of District software to facilitate illegal activity is prohibited.
4. Any use of District software for commercial or for-profit purposes is prohibited.
5. Any use of District software for product advertisement or political lobbying is prohibited.
6. Users shall respect the copyright of all materials.
7. Users shall agree to and abide by the manufacturer's license terms of the District software.
8. Any installation of District-supplied software on non-District machines is at the users own risk. The District is not responsible for hardware or software damage or problems, including but not limited to the following: Data loss, Hardware failure, Incompatibility or Reinstallation of the Operating System.

I understand the USD 480 maintains a license for this product that allows me to install it on one computer at my home because it is installed on a computer in my classroom/work area. I understand that I am using USD 480's license for this product, which is allowable under the manufacturer's license agreement. I understand I must stop using this product and delete/ destroy any copies if I am no longer employed by USD 480, if the software is no longer installed on a computer in my classroom/ work area, or if the terms of the districts license agreement change.

I have read the USD 480 Acceptable Use of District Software Policy and will abide by the stated Acceptable Use of District Software Policy. I understand that a violation will result in the loss of software-use privileges and/or further disciplinary action. Further, I release USD 480 from any and all liability as a result of my use of this software, and I assume all responsibility for any and all liability arising out of my use of this software.

User Name (please print) _____

Building _____ Assignment _____

User Signature _____ Date ____/____/____

Software Package(s) Requested:

_____ Microsoft Office 2010 (For Windows 7)

There will be a \$5.00 charge per CD to cover costs and expenses.

_____ Microsoft Office 2013 (For Windows 8)

For office use only

Date received ____/____/____

Date Issued ____/____/____

User Copy of Acceptable District Software Use Policy

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