

Microsoft School Agreement

Program Guide

Microsoft | Volume Licensing



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Introduction

This guide provides information to help you understand the Microsoft® School Agreement licensing program and deploy and manage your software licenses. It is provided for informational purposes only. Your software use is governed by the terms of your licensing agreement. The Microsoft Licensing Product Use Rights (PUR) document, which is updated regularly, provides additional details regarding current use rights for specific Microsoft products acquired through volume licensing programs. For a copy of the current PUR, please go to <http://www.microsoftvolumelicensing.com/userights/>.

Academic Volume Licensing Overview

For education customers who purchase software in quantity and manage software across multiple computers, purchasing through volume licensing programs is an effective way to reduce the total cost of software ownership.

Microsoft offers both “subscription” and “transactional” volume licensing programs for education customers.

Subscription Licensing

With subscription licensing programs, you have the right to run a selection of products, and any upgrades or downgrades of those products, for a designated term. For application, system, and Client Access License (CAL) products, even if the number of computers or users grows, you remain fully licensed throughout the designated term, and you only need to report increases on your annual order.

Microsoft has two subscription licensing programs for education customers. Campus Agreement is for higher-education institutions and offers the simplicity of counting people instead of computers. School Agreement is for K-12 schools and preschools and makes it easy to license all of a school’s computers by counting them just once per year.

Subscription licensing offers many benefits, including:

- **Easy compliance** – Because all of your school’s computers and users are covered throughout the subscription term, it’s easy to be sure that your school is fully licensed for the products you’ve selected.
- **Low administration** – Subscription licensing eliminates the need to track licenses for the selected products on every computer. This is especially helpful for managing software assets in a decentralized environment.
- **Stay current on technology** – Subscription licensing allows your licensed users to run the most current version of the software products included in your subscription. Plus, your school automatically receives installation media for application and system products that upgrade during your licensed term.
- **Simple budgeting and purchasing** – One annual payment covers all of the products you have selected for the year.
- **Excellent value** – By standardizing on a platform of products, you reduce your total cost of software ownership while increasing productivity and access to current technology.

Software Assurance Membership—including support resources, tools, and eLearning courses—is included with your license coverage at no additional charge. You also receive one complimentary MSDN® Academic Alliance High School membership.

Transactional Licensing

With transactional volume licensing programs, you acquire perpetual software licenses (meaning your school owns the licenses permanently) while eliminating the costs and packaging of retail software.

Microsoft has two transactional volume licensing programs for education customers: Microsoft Academic Open and Microsoft Academic Select.

Academic Open

Microsoft Academic Open is a widely accessible and cost-effective way for education institutions to license Microsoft software, starting with as few as five licenses. You simply determine the number of software licenses your school wishes to acquire and place the order with an Authorized Education Reseller (AER). You also have the option of including Software Assurance with your licenses. After obtaining licenses, you can order installation media from a Microsoft-approved fulfillment source, eliminating bulky boxes and the associated expense. License confirmations are distributed electronically and posted on a secure Internet site.

Academic Select

Academic Select provides volume licensing for medium and large institutions with approximately 250 or more PCs who are able to forecast their license needs over a three-year period. Your school receives a volume price level for each pool of products selected (applications, systems, servers). Each product within Academic Select has an assigned point value, which allows your school to establish a discounted price level by meeting a minimum forecast of license acquisitions. You receive a complimentary CD kit subscription containing installation media for the products covered by the agreement. Your school may immediately reproduce and use these products based upon licenses acquired.

With Academic Select, you can add Software Assurance to your individual license purchases, or you can select Software Assurance Membership for an entire pool of products. You can also pass on the savings of Academic Select to your students by including a Student Select enrollment with your Academic Select agreement. Academic Select is available through an Authorized Education Large Account Reseller (LAR). To locate a LAR in the U.S. or Canada, please visit <http://www.microsoft.com/education/LARs.aspx>.

Purchasing School Agreement Coverage

School Agreement coverage is available through any Authorized Education Reseller (AER). AERs are authorized to sell Microsoft Academic Edition products and volume licenses to qualified education users. To participate in School Agreement or any of our other academic volume licensing programs, or to obtain current pricing, please contact an AER. To find an AER in the U.S. or Canada, visit <http://www.microsoft.com/education/AERfind.aspx>.

School Agreement Features

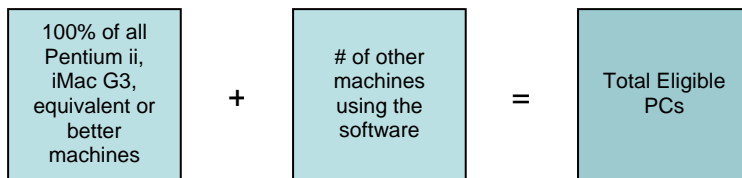
Simple Compliance and Administration

Because you license all of your school's users and computers for the products selected, School Agreement makes it easy for administrators and users to know that the software use is compliant. Although you report a specific PC count when submitting your order, your school is licensed for any new PCs acquired during the specified subscription year. Your students are also licensed to use the School Agreement software in classrooms or labs. In order to license your students for use of the software on a personally owned machine or on a school-owned machine designated for an individual student's exclusive use, your school may enroll in the Student Option (see *The Student Option*).

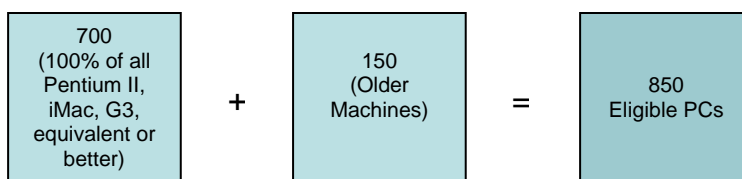
Counting Eligible PCs

School Agreement requires an institution-wide commitment for any application, system, and Client Access License (CAL) products selected. (Only server products are licensed on an individual "ad hoc" basis.) To that end, you must include all of the eligible PCs in the participating school(s) or district. Eligible PCs include all of the Pentium II, iMac G3, or equivalent or better machines*. You must also include any additional machines within your institution on which any of the software will be run.

*Includes machines with similar processors, such as Intel Celeron and AMD Athlon.



For example, a school with 200 Pentium II PCs, 300 Pentium III PCs, 200 iMac G3s, and 400 older machines must include all 700 of their Pentium II PCs, Pentium III PCs, and iMacs. They must then add the older machines on which they will run the School Agreement application, system, and CAL software. If they choose to run the software on 150 of their older machines, they would calculate the total number of eligible PCs as follows:



Program Eligibility

K-12 schools (or administrative offices or boards of education of qualifying schools) and preschools can participate in the School Agreement program if they meet the specific eligibility requirements.

To qualify in the United States, a K-12 school must be organized and operated exclusively for teaching their enrolled students and accredited by an accrediting agency nationally recognized

by the U.S. Secretary of Education or recognized or approved by the Department of Education of the State in which it is located.

For preschools to qualify, they must be an early childhood program incorporated for the purpose of providing educational services to children between 2 and 5 years of age, serve a minimum of 10 children, and have been in operation for at least one year.

Hospitals, healthcare systems, and research laboratories are not qualified to participate in the School Agreement.

You can find further details on eligibility in the U.S. at <http://www.microsoft.com/education/Eligible.msp>.

Aggregate Groups/Consortia

In order to ensure that they are prepared to provide their members with the necessary information regarding the terms and conditions of their agreement, special approval from Microsoft is required for aggregate groups (such a consortium of school districts) to enter into a School Agreement. Please contact your Microsoft representative for more information.

Term

You have the option of choosing a one-year or three-year licensed period when completing the subscription enrollment. In either case, you submit an annual order with your reseller specifying the software product selections for the year.

One-Year Subscription Option

This option provides you with temporary license coverage for 12 months. At the end of the licensed period, you can extend the coverage for another 12 months by submitting an extension order through your reseller. You must place the extension order before the expiration of your current licensed period. With your extension order, you include an updated PC count, any changes to your product selections, and a new Student Option count (if you chose this option on your subscription enrollment).

Three-Year Subscription Option

You also have the option of subscribing for a three-year licensed period. If you choose the three-year option and comply with the ordering requirements identified below, we will not increase the per-unit pricing to your Distributor for your anniversary orders above the prices for the initial software order.

Note: Your actual annual pricing is determined by your reseller. For this reason, we are unable to guarantee that your per-unit pricing for years two and three will not change. Please discuss pricing details with your reseller.

By choosing the three-year subscription option, in addition to your initial order, you agree to submit an anniversary order prior to or on the first and second anniversaries of the effective date of your subscription enrollment. If you do not submit an order, your subscription enrollment will be terminated. Your anniversary orders must be for at least the same quantity of all software ordered in the first year. For example, if your total number of eligible PCs for Year 2 decreases from 250 to 245, your anniversary order would include 250 PCs. If your number of eligible PCs increases for Year 2, but decreases for Year 3, your Year 3 anniversary order can reflect that

decrease in PCs, but the decrease must not fall below the number of PCs included on your Year 1 order.

If the number of eligible PCs increases, you must include those PCs on your anniversary order. For example, if your total number of eligible PCs increases from 250 to 300 during the first year, you must include 300 PCs on the anniversary order for any application, system, or CAL products.

If you selected the Student Option in your original order, you may also increase, but not decrease, the number of students included in your Student Option.

The individual license prices we charge your distributor with respect to all additional PCs and/or students will be consistent with the prices charged in relation to your original order—even if an increase in your eligible PC and/or student counts would otherwise qualify you for a different price level.

When you submit your anniversary order, you may also order any software product that was not part of your initial order. The price that we charge your distributor for products not ordered previously will be the current price on our price lists. We will not increase this price for the remainder of the licensed period.

Whether you choose the one-year or three-year subscription, you may add new products at any time during the year by placing a software order with your reseller. You will be billed for the full annual fee for those licenses. If you have the three-year subscription, any new products added during the licensed period will be included in your upcoming anniversary orders.

Product Availability

You may order subscription licenses for a wide selection of Microsoft software through the School Agreement program. Please refer to the Microsoft Volume Licensing Product List at <http://www.microsoft.com/licensing/userights/> for a complete list of currently available products.

School Agreement Desktop Packages

If you prefer to license your computers and users for a standard set of desktop products, Microsoft provides the following “Desktop” packages, which offer a discounted price over the cost of licensing the products individually.

The **School Desktop** package includes:

- Windows Vista™ Enterprise Upgrade
- Microsoft Office Enterprise 2007 and Microsoft Office for Mac 2004 Professional Edition
- Microsoft Core CAL Suite

The **School Desktop with Enterprise CAL** includes:

- Windows Vista Enterprise Upgrade
- Microsoft Office Enterprise 2007 and Microsoft Office for Mac 2004 Professional Edition
- Microsoft Enterprise CAL Suite

As with all products licensed through your School Agreement, you have the option of deploying downgrade versions (previous versions) in place of the current licensed version. For instance,

you may choose to deploy Microsoft Windows® XP Professional instead of Windows Vista Enterprise.

Minimum Order Requirement

You have the ability to select the individual product(s) you want to license through your School Agreement. Pricing for application, system, and CAL products is based on a count of your eligible PCs and requires institution-wide coverage of the products selected.

Your first order under a School subscription enrollment must be for a minimum of 300 units. You determine the total units covered under your subscription enrollment by combining your application, system, and CAL units with your server units. You can choose any individual product or combination of products to meet this requirement.

Note: If you want to add additional products to your coverage during the licensed period, you may do so by submitting an additional order with your reseller. Such orders do not need to meet the 300-unit minimum. The licensed period for the additional products will be the same as the existing subscription enrollment, and the full-year license fee will be charged for each product.

Calculating Units for Application, System, and CAL Products

To determine your application, system, and CAL units, multiply the total number of application, system, and CAL products selected by your total number of eligible PCs. Unit values for application, system, and CAL products are not weighted—each has a unit value of 1. (Please refer to the Volume Licensing Product List at <http://www.microsoft.com/licensing/userights/> to verify unit values for individual products.)

Note: You cannot select application, system, and CAL products for only a portion of the PCs included in your subscription. For instance, if your subscription is for 100 PCs, the application, system, and CAL products you select will be for all 100 PCs, even if only a portion of those PCs will run a particular product. We realize that not all products are used at the same rate. Pricing is set to reflect the typical use rates for each product. For instance, the per-PC price for FrontPage is based on the assumption that it will be used on fewer PCs than some of the other products. For example, a school licensing 100 eligible PCs for Windows Operating System Upgrades, Office, and Core CAL would calculate their application, system, and CAL units as follows:

3 (Number of application, system, and CAL products selected)	X	100 (Number of PCs)	=	300 Application, system, and CAL units
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Calculating Units for Server Products

For server products, you multiply the unit value for the server product by the number ordered. Each server product is assigned a unit value, which is published in the Volume Licensing Product List at <http://www.microsoft.com/licensing/userights/>.

If the same school as in the example above orders two SQL Server Standard Processor Licenses, they would calculate their server units like this:

50 (Unit value of SQL Std Processor License)	X	2 (Number ordered)	=	100 Server Units
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By combining their application, system, and CAL units with their server units, they reach a total of 400 units—exceeding the 300-unit minimum requirement.

300 (Application, system, and CAL units)	+	100 (Server units)	=	400 Total units
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Tiered Pricing

Some application and system products are offered at tiered pricing levels depending on the total number of PCs included under your subscription enrollment. In these instances, pricing levels are determined as follows:

# of PCs	Pricing Level
Less than 2500	Level A
2500 or more	Level B

Please contact your reseller for specific pricing for the appropriate level for your school.

School Agreement Documents

When licensing Microsoft software through School Agreement, it is important that you review and understand the specific use rights granted by your license coverage.

Below is an overview of four important documents that detail those rights—the Microsoft Campus and School Agreement, the Microsoft School Subscription Enrollment, the Microsoft Volume Licensing Product Use Rights (PUR), and the Microsoft Volume Licensing Product List.

Microsoft Campus and School Agreement

The Microsoft Campus and School Agreement contains an overview of the program and general terms and conditions, plus details on such topics as distribution of software to licensed users and Work at Home rights. The Campus and School Agreement has no expiration date. Once this agreement is in place, you do not have to sign another one when renewing your annual coverage.

Microsoft School Subscription Enrollment

The Microsoft School Subscription Enrollment is used to provide contact information, list the participating schools, and enroll in the Student Option. This document also specifies the

licensed period (one or three years) and the total eligible PC count that you will cover in the first annual order.

Note: The same entity that signs the Campus and School Agreement must sign all School subscription enrollments under that agreement.

Microsoft Volume Licensing Product Use Rights

The Microsoft Licensing Product Use Rights (PUR) document contains the product-specific terms and conditions that govern how Microsoft products can be used in the volume licensing programs. It is the equivalent of the End User License Agreement (EULA) that you would receive when purchasing a retail product. Much of the wording is common to both the EULA and the PUR. This document is updated regularly. The PUR that is in effect as of the beginning of the licensed period for a particular product version applies for the use of that product version throughout the licensed period. The use rights for a particular product lock when a product is first ordered. If a new version is released, use of the new version is governed by the most current PUR as of the time of that release. You can access the most current PUR at <http://www.microsoft.com/licensing/userights/>.

Microsoft Volume Licensing Product List

The Microsoft Volume Licensing Product List provides information monthly about Microsoft software and Online Services licensed through Microsoft Volume Licensing programs. The information described in the Microsoft Product List includes the availability of new software and products offered through Microsoft Volume Licensing, the point or unit value and unit count for each software and product technology, available promotions, migration paths from one version of software to another version of that same software, Software Assurance benefits, and more.

The Product List is updated monthly. You can access the most current Product List at <http://www.microsoft.com/licensing/userights/>.

Special Use Rights

Work at Home Rights

Your school may order limited Work at Home (WAH) rights for faculty and staff members only at no extra charge. These rights permit the use of application, system, and CAL products on a personally owned computer for work-related purposes only. You can choose whether to order these rights for your faculty and staff members. You may select WAH rights for your faculty and staff members from among those products you order for institution use.

The total number of faculty and staff users who may benefit from the Work at Home rights with respect to such product(s) may not exceed the total number of eligible PCs included in the order.

If you order Work at Home rights, your institution accepts responsibility for communicating the terms and conditions to your faculty and staff members. This includes keeping accurate records of software use and distribution and ensuring that your faculty and staff agree to the stated terms and conditions.

For your convenience, we have provided a Faculty/Staff Acceptance Form that you may wish to have your users sign when granting them Work at Home Rights. This form is available at <http://www.microsoft.com/education/WorkHome.mspix>.

Distributing Software for Work at Home Use

You may distribute software to faculty and staff for Work at Home (WAH) use using the following four methods only:

Note: These are the same distribution methods as used for Student Option software.

1. Purchase and distribute one copy of each applicable CD-ROM or disk set to each authorized user. These CDs or disk sets (known as “student media”) must be purchased from your reseller in quantities up to the number of licensed users. **You may not replicate media for Work at Home use.** For a list of products for which CDs or disk sets are currently available, please visit <http://www.microsoft.com/education/StudentMedia.mspix>.
2. Allow controlled download from your secure network server(s) or other storage device(s) utilizing volume licensing media that you acquire from a Microsoft-approved fulfillment source for installation on your institution machines (i.e., Starter Kit media).
3. Have users bring-in their computers for manual installation by you at a central location that you control, utilizing volume-licensing media acquired from a Microsoft-approved fulfillment source.
4. Use a system of controlled short-term checkout of applicable volume licensing media (acquired from a Microsoft-approved fulfillment source) solely for purposes of individual user installation. This option is available only for products for which a Volume Licensing Key (VLK) is **not** required (products that do not include Microsoft Product Activation). You may not distribute VLKs to users for Work at Home use. Your reseller can assist you in determining which products require a VLK. For more information on VLKs, see *Microsoft Product Activation and Volume License Product Keys* in this guide.

Acquiring Microsoft Products for Personal Use

Educators and students are eligible to receive special discounts on certain Microsoft products they purchase for use on a personally owned computer. Learn more about these options at <http://www.microsoft.com/Education/AcademicDiscounts.mspix>.

Foreign Language Rights

During the subscription term, you are granted the right to run the software in any available language. This includes the right to run the Multi-Language version of Office and its corresponding features, such as a global interface and multi-language proofing tools.

Upgrade/Downgrade Rights

You are granted the right to run any new versions of the software products included in your subscription coverage that are released during the licensed period. Additionally, you may run any previous version of the software in place of the current version. These upgrade and downgrade rights also apply to the individual components of the software.

Software Assurance

Microsoft Software Assurance is a comprehensive maintenance program that can help you gain control of your technology strategy, improve information technology (IT) staff skills, decrease support spending, and effectively plan for new software deployments.

Every license you acquire through your School Agreement is automatically covered under Software Assurance. Below is an overview of the Software Assurance benefits available to School Agreement customers.

Lifecycle Stage	Benefit	Description
Plan	New Version Rights	Licenses covered under Software Assurance may be upgraded to the newest version.
	Spread Payments	Make one annual payment for your School Agreement License and Software Assurance coverage.
Deploy	Windows Preinstallation Environment (WinPE)	Speed up deployment through automation. You are entitled to one media kit per School subscription enrollment.
Use	Microsoft Windows Vista™ Enterprise	For every Windows client license covered under Software Assurance through your School Agreement, you are entitled to one Windows Vista Enterprise Edition upgrade license.
	eLearning	<p>For every Microsoft Office System application license covered under Software Assurance through your School Agreement, you are entitled to one license for Information Worker Software Assurance eLearning.</p> <p>For every Windows client license covered under Software Assurance through your School Agreement, you are entitled to one license for Client Software Assurance eLearning.</p> <p>For every server license covered with Software Assurance through your School Agreement you are entitled to one license for Server Software Assurance eLearning.</p> <p>You will receive one media kit per School subscription enrollment for each pool.</p>
Maintain	Corporate Error Reporting	Use this software tool to help identify which systems are failing and why, map solutions to crashes, and connect to up-to-date knowledge and fixes. You are entitled to one media kit per School subscription enrollment.
	Cold Backup for Disaster Recovery	For every server license covered with Software Assurance through your School Agreement, you are entitled to run one instance of the software on a "cold" server for disaster recovery purposes.

	TechNet Plus Subscription Media	Access tools, utilities, drivers, and how-to articles. You are entitled to one kit and user ID per School subscription enrollment for use institution-wide.
	TechNet Managed Newsgroups	Get timely answers to technical questions from industry colleagues. You are entitled to one kit and user ID per School subscription enrollment for use institution-wide.
Transition	Microsoft Windows Fundamentals for Legacy PCs	Extend the life of your older computers. For every Windows client license covered under Software Assurance through your School Agreement, you are entitled to install one copy of Windows Fundamentals for Legacy PCs as the Windows client.
	Extended Hotfix Support	For every server license covered with Software Assurance through your School Agreement, the 90-day timeframe to sign up for two years of additional non-security hot-fix support beyond the mainstream period of five-years has been removed. Annual contract fee for Exchange, MOM, SMS, SQL and Windows Server is included as part of the Software Assurance program.

*Minimum of 5 server licenses must be acquired via School Agreement to qualify.

For more information on benefits and benefit activation, please refer to <http://www.microsoft.com/education/SoftwareAssurance.msp>.

Note: Software Assurance benefits are subject to change. Please refer to the Microsoft Volume Licensing Product List at <http://www.microsoft.com/licensing/userights/> to verify current benefits.

MSDN Academic Alliance High School Membership

For each enrollment under School Agreement 3.4, Microsoft will provide one complimentary MSDN Academic Alliance High School membership. For more information on the MSDNAA High School membership, including use rights, restrictions, and products included, please visit <http://msdn.microsoft.com/academic/program/highschool/default.aspx>.

While we provide the complimentary membership to customers with a School subscription enrollment, the MSDNAA (MSDNAA) High School membership is completely separate from the School Agreement program. The software licenses provided through the MSDNAA High School membership carry certain restrictions that School Agreement licenses do not. The MSDNAA software may be used only for instructional and not-for-profit research purposes. It may not be used to run the infrastructure of the school or district. For example, while MSDNAA provides Microsoft Visual Studio .NET to your school for instructional purposes, your IT staff is not licensed to use the software to develop applications for your school's infrastructure. Licensing Visual Studio .NET through your School Agreement would permit you to use it for instructional and IT development purposes.

This membership may be used for a single school. It may not be shared among other member or non-member schools. You can acquire additional memberships through the MSDNAA High School Web site.

You can register for your complimentary membership at <https://registermsdn.one.microsoft.com/msdnaa/aa/newstep1.aspx> using your School subscription enrollment number and a special promotion code, which you will receive with your School Agreement acceptance letter. (See *Agreement and Order Confirmation* below for more information.) Once your registration has been processed, you receive an initial Welcome Kit that contains all the software. After the initial shipment, you will receive regular CD updates approximately every month.

Deploying Your School Agreement

Agreement and Order Confirmation

Within two weeks from submitting your subscription enrollment through your Authorized Education Reseller (AER), you will receive an acceptance letter from Microsoft. If you do not receive your acceptance letter within two weeks, you should contact your reseller.

The acceptance letter will confirm that Microsoft has received and accepted your subscription enrollment. In the letter, you will receive details on the effective start/end dates of your licensed period and confirmation of your School Agreement distributor and reseller. To avoid delays, you should submit your software order to your reseller at the same time you submit your subscription enrollment.

With your acceptance letter, you will also receive your **Agreement Number** and **Subscription Enrollment Number**. These are very important numbers, as they are required to place orders for CDs with your reseller. You must place any CD orders with the reseller listed on your acceptance letter. If you wish to change your reseller, see *Changing Your Reseller* in this guide. Your acceptance letter will also contain the promotion code for activating your complimentary MSDNAA High School membership.

When your software order is received, we will publish order confirmation information to the password-protected Microsoft Volume Licensing Services (MVLS) Web site at <https://licensing.microsoft.com/>. Upon acceptance of the agreement and subscription enrollment, the contact you identified on the enrollment will be provided access to the site. Your order confirmation will also include any required Volume License Product Keys, SKUs, product descriptions, and quantities for the products you have ordered.

Receiving Your Software

CDs for Application and System Products

Microsoft makes it easy for you to begin using the School Agreement desktop software by automatically shipping you CDs.

Starter CD Kit and Update Subscription

Upon activation of the subscription, you will automatically receive one complimentary Starter Kit containing installation CDs for the School Agreement application and system products. You are also registered for one complimentary Update Subscription. With this subscription, you will automatically receive an installation CD for any upgrades or updates to all application and system products during your subscription term.

The Starter Kit offers many benefits:

- **Automatic fulfillment** – You do not need to order and pay for most of the media needed to deploy your software.
- **Simple storage solution** – Microsoft will provide a tabbed, zip-up binder for easy storage and organization of your CDs.
- **Easy access to product information** – An online User Guide with product search features and installation tips is available at <http://selectug.mslicense.com>.
- **Multiple languages available at no extra cost** – When submitting your software order, you can choose the languages you want to include in your Starter Kit and Update Subscription (however, not all products are available in all languages). Media for up to two languages is complimentary. If you require media for more than two languages, you may order additional Welcome Kits and Update Subscriptions through your Authorized Education Reseller (AER).

Note: Customers choosing the three-year subscription option will receive a Starter Kit at the beginning of the first year only. You can order additional Starter Kits through your reseller. You will continue to receive media for product updates and upgrades throughout your three-year term through your Update Subscription.

Starter Kit Contents

Your Starter Kit and Update Subscription may include products that you have not ordered and are **not** licensed to use. **You are authorized to install only the products included in your specific enrollment.** CDs for certain products included in your enrollment (or languages selected in your Media Order Form), such as server products, may not be contained in the Starter Kit and Update Subscription.

Some products, such as Windows, Office, and Visio, include Microsoft Product Activation technology. In order to install these products, you will need to enter a Volume License Product Key. See *Microsoft Product Activation and Volume License Product Keys* below for details on finding and using your keys.

CDs for Server Products

CDs for server products are not included in the Starter Kit (with the exception of Microsoft Class Server). You can order the necessary CDs from your reseller.

Finding Other Products

Microsoft Encarta Premium/ Microsoft Student with Encarta Premium

When completing your media order form, you order your “Encarta Reference Kit” media along with your Starter Kit.

Encarta Academic Online

If you included Encarta Academic Online in your agreement, you will receive directions for accessing the service in your acceptance letter.

Find a Complete List of CD Kit Contents

For a complete list of the contents of your Starter Kit and detailed information about kit organization, visit the online User Guide at <http://selectug.mslicense.com/>.

Ordering Additional Starter Kits

You may purchase additional Starter (Comprehensive) Kits (Part Number F73-00018) through your reseller using the Campus and School Agreement CD Kit Order Form available at <http://www.microsoft.com/education/CASAMedia.mspix>.

Ordering Additional Update Subscriptions

You may purchase additional Update Subscriptions (Part Number F73-00019) through your reseller using the Campus and School Agreement Subscription Change Form available at <http://www.microsoft.com/education/CASAMedia.mspix>.

The Campus and School Agreement Subscription Change Form can also be used to make the following changes:

- Change Ship-to Contact Name
- Change Ship-to Address
- Change the number of media update subscriptions you receive
- Add product language/group to existing subscription
- Remove product language/group from existing subscription

Downloading Software

You also have the option of downloading licensed software for institution PCs from the Microsoft Volume Licensing Services (MVLS) site at <https://licensing.microsoft.com/>.

Product System Requirements

You can find detailed product information, including system requirements, in Microsoft's online product catalog at <http://www.microsoft.com/products>.

Microsoft Product Activation and Volume License Product Keys

Microsoft is committed to the protection of intellectual property rights and to the reduction of software piracy worldwide. Though Microsoft includes product activation technology in some products sold through OEM or retail channels, licenses acquired through one of Microsoft's volume licensing programs are not required to be activated. Volume license customers must input a Volume License Product Key (VLK) when installing from volume license media to bypass Product Activation.

In order to allow volume license customers to install multiple versions of products with Product Activation without activating each installation separately, Microsoft provides you with Volume License Product Keys (VLKs) that override Product Activation. These keys work when installing from volume license CDs or MSDN media. This is important to remember as Campus/School Agreement Starter Kit CDs, Microsoft Licensing Fulfillment (MLF) CDs, Select CDs, and MSDN CDs no longer include a Product Key on the CD or packaging. Full Packaged Product CDs (boxed product purchased from a retail outlet) cannot be used for multiple installations. Campus/School Agreement Starter Kit CDs, MLF CDs, Select CDs, and MSDN CDs are the only media available for multiple installations.

Upon installation of the software, you will be prompted to enter a 25-character key. Enter the applicable Volume License Product Key in the space provided.

Finding Your Volume License Product Keys

Please contact your Licensing Administrator (IT manager, purchasing manager) to obtain your keys. For products that include Product Activation at the time you place your order, the Volume License Product Keys are listed on your Order Confirmation, which you can access on the Microsoft Volume Licensing Services (MVLS) site at <https://licensing.microsoft.com/>.

You can also obtain your keys by calling the Microsoft Activation Center at 1-888-652-2342 (United States customers only). As new versions of products are released with Product Activation, you may obtain the necessary VLK via MVLS or by calling the Activation Center. When calling the Activation Center, you will need to provide your Agreement Number and Subscription Enrollment Number.

You can find phone numbers for Activation Center outside of the United States at <http://www.microsoft.com/licensing/resources/vol/numbers.mspix>.

Which Products Require Which Volume License Product Keys?

There are different types of Volume License Product Keys. The key you need depends on the specific product you are installing. Please refer to the table at <http://www.microsoft.com/licensing/resources/vol/default.mspix> to make sure you have the correct key for your Microsoft product.

Informing Your Faculty and Staff About Volume License Product Keys

It is important to remember that the Volume License Product Keys are assigned to your institution and are intended for your sole use. Keep your Volume License Product Keys secure and distribute it only to employees or third parties authorized to install and distribute licenses pursuant to the terms of your agreement.

We recommend that schools inform faculty and staff members **in writing** of their responsibilities and rights regarding software use and security of the Volume License Product Keys. Remember, it is illegal to install software on a computer without a license to do so.

Distributing Media to Faculty and Staff

Schools that purchase subscription licenses via School Agreement can distribute the software to faculty and staff **for installation on covered institution computers** using the methods below. All installation media must be acquired from a Microsoft-approved fulfillment source.

1. Load the software on a secured site and have eligible faculty and staff download the software to machines that they manage.
2. Have faculty and staff bring computers that they manage to a central location designated by the school and install from the school network or CDs.
3. Set up a library checkout system for CDs for faculty and staff.
4. Replicate CDs for faculty and staff. (See *Replication Rights* below.)
5. Purchase individual CDs to distribute to your faculty and staff. CD pricing information can be obtained from your reseller.

For information on distributing media to faculty and staff members for **Work at Home use**, see the *Use Rights* section of this guide.

Replication Rights

Your School Agreement gives you the right to acquire the quantity of media necessary to distribute the software to your users for installation on your eligible PCs. This includes the right to replicate media acquired from a Microsoft-approved fulfillment source. All such copies must be true and complete copies (including copyright and trademark notices).

You **do not** have the right to replicate media for Student Option or Work at Home use. For information on acquiring and distributing media to students under the Student Option and teachers and staff under Work at Home rights, see the *Student Option* and *Use Rights* sections of this guide.

If you acquire volume licensing media through your reseller, it may be labeled with information that prohibits copying or replication. Due to the special rights granted under your School Agreement, you can disregard this instruction and copy media as permitted by the terms of your agreement.

Microsoft-Authorized Replicators

You may wish to have a third party make and distribute such copies in your place, but you should be aware that you are responsible for such third party's actions to the same extent you would be if it were your employee. If the third party requests documentation that explains your rights to copy media despite other information to the contrary, you may use the Replication Form available at <http://www.microsoft.com/education/SAREpRights.msp>.

We recommend that you contact a Microsoft-Authorized Replicator for assistance. Listed here are two Microsoft-Authorized Replicators that you may contact for CD replication:

Arvato Services Inc.

29011 Commerce Center Drive
Valencia, CA 91355
Tel: (866) 618-0020
Fax: (661) 702-2944

Technicolor Packaged Media Group

One Microsoft Way
Redmond, WA 98052
Tel: (425) 706-1563

For detailed specifications on media replication, including labeling, please see <http://selectug.mslicense.com/documents/CampusSchoolReplicationGuidelines.doc>.

Records to Keep

Please refer to the Campus and School Agreement for specific information on record keeping and verifying compliance.

Administering Software Assurance Benefits

To get the most from Software Assurance, it is recommended that you assign responsibility to a Benefits Administrator who will manage your benefits and track benefits consumption at the Microsoft Volume Licensing Service (MVLS) site at <https://licensing.microsoft.com/>. Information on how to access MVLS and how to receive these benefits is sent to all Software Assurance customers. You can designate a specific person as your Software Assurance benefits contact on your School subscription enrollment.

You will find additional information on Software Assurance at <http://www.microsoft.com/education/SoftwareAssurance.mspx>.

If you need help using MVLS, please contact the Support Center at 1-866-230-0560 or mvlshelpa@msdirectservices.com (U.S. and Canada only). Worldwide MVLS Support Center contact information is available on the MVLS site.

The Student Option

When submitting a School subscription enrollment, you may include the Student Option. With this option, each student included in the Student Option is licensed to use the selected products on a personally-owned computer or a school-owned computer designated for the student's exclusive use (i.e. a computer checked-out to a student for the school year).

With the School Agreement Student Option, you license a **specific** number of students. This number cannot be changed over the course of the licensed period. If you choose the three-year subscription, each anniversary order must include at least the same number of students as in the Year 1 order.

Minimum Order Requirement for Student Option

Your student count and the respective product selection for those students must meet the minimum requirement of 300 units.

For example, a school that enrolls 100 students in the Student Option for three products meets the minimum requirement of 300 units.

$$\begin{array}{|c|} \hline 3 \\ \hline \text{(Number of} \\ \text{products} \\ \text{selected)} \\ \hline \end{array} \times \begin{array}{|c|} \hline 100 \\ \hline \text{(Student} \\ \text{Option} \\ \text{count)} \\ \hline \end{array} = \begin{array}{|c|} \hline 300 \text{ units} \\ \hline \end{array}$$

Likewise, another school that enrolls 300 students in the Student Option could meet the minimum requirement by selecting just one product.

$$\begin{array}{|c|} \hline 1 \\ \hline \text{(Number of} \\ \text{products} \\ \text{selected)} \\ \hline \end{array} \times \begin{array}{|c|} \hline 300 \\ \hline \text{(Student} \\ \text{Option} \\ \text{count)} \\ \hline \end{array} = \begin{array}{|c|} \hline 300 \text{ units} \\ \hline \end{array}$$

You may not combine your faculty/staff and student purchases to meet the 300-unit minimum. You must meet both minimums individually (300 units for the faculty/staff and 300 units for the Student Option).

Student Product Selection

You may choose any of the School Agreement desktop and CAL products for your students. The products selected do not have to match those selected for your institution computers.

Obtaining and Distributing Student Media

Distributing Software to Students

You may distribute software to your licensed students using the following methods only:

1. Purchase and distribute one copy of each applicable CD-ROM or disk set to each authorized student user. These CDs or disk sets (known as “student media”) must be purchased from your reseller in quantities not exceeding the number of licensed students. **You may not replicate media for students.** For a list of products for which CDs or disk sets are currently available, please visit <http://www.microsoft.com/education/StudentMedia.aspx>.
2. Allow controlled download from your secure network server(s) or other storage device(s) utilizing volume licensing media that you acquire from a Microsoft-approved fulfillment source for installation on your institution machines (i.e., Welcome Kit media).
3. Have students bring in their computers for manual installation by you at a central location that you control utilizing volume licensing media acquired from a Microsoft-approved fulfillment source.
4. Use a system of controlled short-term checkout of applicable volume licensing media (acquired from a Microsoft-approved fulfillment source) solely for purposes of individual user installation. This option is available only for products for which a Volume Licensing Key (VLK) is **not** required. You may not distribute VLKs to users for Student Option or Work at Home use. Your AER can assist you in determining which products require a VLK. For more information on VLKs, see *Microsoft Product Activation and Volume License Product Keys* in this guide.

Note: Some institutions choose to recover the cost of student licenses and/or media through technology or enrollment fees. The use and amount of such fees is up to the institution’s discretion.

Student Use Rights

Student software use is governed by the terms of your licensing agreement. The Microsoft product use rights, which are published regularly, provide additional details regarding use rights for specific Microsoft products acquired through volume licensing programs. For a copy of the current product use rights, please go to <http://www.microsoftvolumelicensing.com/userights/>.

Students are only licensed to use the software during the licensed period. These licenses are temporary (meaning the student does not own the license). Upon leaving the school or expiration of the subscription enrollment, students are required to remove the software. Your school is responsible for communicating the appropriate use rights to students when distributing

the software. Guidelines for facilitating compliance are outlined in the School Agreement terms and conditions. Provided that your school follows these guidelines, you will not be held responsible for students' failure to remove the software. To help you facilitate this communication, a sample Student Acceptance form is available at <http://www.microsoft.com/education/StudentMedia.msp>.

Student License Buy-out

Upon expiration of your subscription enrollment, your school may convert the temporary student licenses to perpetual licenses (a license the student owns) via the Buy-out option as an alternative to removing the software. If this option is exercised, the perpetual licenses must be purchased in minimum quantities of 10 licenses per product and may only be transferred to students covered under the Student Option. They may not be used to license a different student or group of students.

Renewing Your School Agreement Coverage

With School Agreement, renewing your license coverage is easy. If you chose the one-year licensed period on your subscription enrollment, then you submit an extension order through your reseller before the expiration of your licensed term. This order extends the licensed term for an additional year. With your extension order, you include an updated PC count, any changes to your product selections, and a new Student Option count (if you chose this option on your subscription enrollment). Extension orders are subject to the 300-unit minimum order size.

If you chose the three-year licensed period on your subscription enrollment, then you submit an anniversary order through your reseller before the first and second anniversaries of the effective date of your subscription enrollment. If you are at the end of your three-year licensed period, you must complete a new subscription enrollment to continue to be licensed under your School Agreement.

Note for School Agreement 3.2 customers: At the end of your current School Agreement licensed period, you will need to complete version 3.4 of the Campus and School Agreement and the School Subscription Enrollment to renew your coverage.

If you choose not to renew your subscription, you have the following options at the end of your licensed period:

1) Purchase perpetual licenses via the Buy-out option

You may purchase perpetual licenses for the products and quantities you want to continue using by acquiring "buy-out" licenses offered under the program. Pricing for the Buy-out option is equivalent to Academic Select pricing for licenses for the applicable product(s).

When exercising the Buy-out option, the following limitations apply:

- Perpetual licenses may be purchased through the Buy-out option only for the product(s) covered under your subscription enrollment.
- Perpetual licenses for application, system, and CAL products must be purchased in minimum quantities of 10 or more licenses per product.
- The quantity of perpetual licenses purchased may not exceed the total number of eligible PCs covered by the corresponding subscription enrollment.

- Computers that were not covered by the subscription cannot be included. For example, if the corresponding subscription is limited to a particular school, perpetual licenses cannot be purchased through the Buy-out option for computers in other schools within the school district.
- You may only exercise the Buy-out option prior to the expiration of your subscription term.
- If you only order buy-out licenses for some of the eligible PCs covered under the subscription enrollment or for some (but not all) of the licensed products, you must remove all software for which you do not acquire a buy out licenses prior to expiration of the licensed period.

2) Remove the software

If you do not submit a new extension order (one-year option) or anniversary order (three-year option), sign a new subscription enrollment, or exercise the Buy-out option, you are required to remove all products from every computer, and your school must revert to using the software that you had licenses for prior to the start of your School subscription enrollment.

3) Combination

You may choose a combination of the choices listed above.

For example, if you want an additional 12 months of School Agreement coverage for Office Professional, perpetual licenses for FrontPage, and no longer wish to use any of the other products covered under your current subscription, you can do this by submitting a new order for Office Professional, purchasing perpetual licenses for FrontPage via the Buy-out option, and removing the remaining products from all machines.

Changing Your Reseller

If for some reason you are dissatisfied with the reseller that sold you the School Agreement coverage, you may select a new one. It is the ultimate responsibility of you, the customer, to manage this process from start to finish as outlined below.

Notification to Terminated Reseller

You are responsible for notifying your existing reseller (the “Terminated Reseller”) of the upcoming termination. A Notify Reseller Form is available for this purpose at <http://www.microsoft.com/education/SACChangeReseller.msp>. Refer to your agreement with your reseller to determine any other notification requirements. Irrespective of the terms and conditions of any such agreement between you and your reseller, School Agreement software or media products ordered on or before the termination date will not be credited from the Terminated Reseller, and you should submit payment for all such School Agreement software or media products to the Terminated Reseller. School Agreement software or media products required after the date of termination should be ordered and paid to the new reseller.

Notification to Microsoft

You are required to notify Microsoft when you wish to change your reseller. It is your responsibility to verify in advance that the new reseller is authorized by Microsoft to offer Microsoft School Agreement. Microsoft does not require the new reseller to complete a new School subscription enrollment with you, but we do ask that the new reseller and distributor

acknowledge its appointment as reseller and distributor under your existing School subscription enrollment.

You should complete and sign the Notification to Microsoft Form (available at <http://www.microsoft.com/education/SACChangeReseller.msp>) and circulate it to the new reseller for written acknowledgment of its appointment. The new reseller should in turn circulate the letter to their distributor of choice for their written acknowledgment. Upon Microsoft's receipt and acceptance of the letter, Microsoft will acknowledge the change of reseller and/or distributor and route the fully executed letter back to all applicable parties.

At least one copy of the Notification to Microsoft Form should be submitted to Microsoft for acceptance and processing. Information pertaining to all defined terms and Signature Blocks must be completed. Please allow adequate time for Microsoft to approve, process, and route the form. The change of reseller is not effective until approved and acknowledged by Microsoft. Please note: Orders previously billed to the Terminated Reseller and/or distributor will not be credited. However, all future orders will be billed to the new reseller and distributor.

Redistribution of Software Updates to Students

From time to time we may make available to the general public additional or replacement code of any portion of our licensed software products without a fee, which we refer to as "Software Updates." To help academic volume licensing customers provide a more secure technology environment, you are now allowed to redistribute these Software Updates to your students even if you have not included the Student Option. With these rights, you can better manage the electronic distribution of Software Updates within your networks.

You may redistribute Software Updates to your students in the following ways:

1. By electronic means, provided that your method is adequately licensed and incorporates access control and security measures designed to prevent modification of the Software Updates and prevent access by the general public.
2. By physical means, provided that you acquire authorized copies on fixed media from a Microsoft-approved fulfillment source.

Note: You may not replicate the Software Updates onto CDs or other media for distribution to students.

Additional terms and limitations apply to the redistribution of Software Updates. For complete details, please refer to section 9(c) of the Campus and School Agreement version 3.4. If you are currently on School Agreement 3.2, you may take advantage of these rights now. For more information, please visit <http://www.microsoft.com/education/Redistribution.msp>.

Other Resources

Locating an Authorized Education Reseller (AER)

To find an AER in your area, use our search tool at <http://www.microsoft.com/education/AERFind.aspx>.

Software Assurance

Learn more about the Software Assurance benefits you receive as a School Agreement customer at <http://www.microsoft.com/education/SoftwareAssurance.aspx>.

Microsoft Volume Licensing Services (MVLS)

Track licenses, access Volume License Keys, download software, and administer Software Assurance benefits at <https://licensing.microsoft.com/>.

MSDN Academic Alliance High School Program

Find in-depth information and resources regarding the MSDNAA High School program at <http://msdn.microsoft.com/academic/program/highschool/default.aspx>.

TechNet

You'll find a wealth of how-to details on evaluating, deploying, maintaining, and supporting Microsoft technology at <http://technet.microsoft.com>.

Instructional Resources

Visit <http://www.microsoft.com/education/InstructionalResources.aspx> to get the latest curriculum resources, professional development tools, and communities of practice and expertise to bring technology to life.

Anytime, Anywhere Learning

Discover how to build the ultimate Connected Learning Community by providing 1:1 access to technology through the use of notebook computers. Go to <http://www.microsoft.com/education/AAL.aspx> and find out how, with help from Microsoft, others are making this vision a reality.

Workforce Development

Microsoft authorized training and certification programs provide the professional development you and your faculty members need. Visit <http://www.microsoft.com/education/WorkforceDevelopment.aspx> to learn about your options.

More Information

If you have further questions about School Agreement or other discounted purchasing options for education customers, please visit our Web site at <http://www.microsoft.com/education/HowToBuy.aspx>, or contact a reseller.

Glossary

Academic Edition (AE)

Microsoft products available for purchase by Qualified Education Users.

Academic Open

Specialized version of the Microsoft Open program through which perpetual licenses may be purchased by academic schools of any size through a reseller.

Academic Select

Specialized version of Microsoft Select through which perpetual licenses may be purchased by qualifying schools through a Large Account Reseller (LAR).

Authorized Education Reseller (AER)

Reseller that is authorized to sell Microsoft Academic Edition (AE) products and licenses through certain Microsoft Academic Volume Licensing programs.

Buy-out option

Option in School Agreement by which customers may stop running products on a subscription basis upon expiration of the enrollment and purchase perpetual licenses for products they wish to continue using.

CAL (Client Access License)

License permitting end user to access a Microsoft server.

Campus and School Agreement

Contract containing the general terms and conditions for the Campus and School Agreement programs.

Compliance

Legal use of properly licensed software.

Comprehensive Kit

Orderable, after-market version of the Starter Kit, containing CDs for the most of the Campus and School Agreement products.

Deploy

Install and use the software products as permitted in a license agreement.

Downgrade

Any version of a software product that was released prior to the most recent version (for example, Word 2002 is a downgrade of Word 2003).

Eligible PCs

All of the Pentium II, iMac G3, or equivalent or better PCs in your institution, plus any additional PCs on which you choose to run any of the software.

Fulfillment

Process by which media is obtained.

Full-Time Equivalent (FTE)

Calculation of the population size that accounts for full- and part-time faculty/staff or students.

Large Account Reseller (LAR)

Reseller who is qualified to sell licenses through the Microsoft Select License and Academic Select License programs.

License agreement (contract)

Legal document specifying the terms and conditions of the agreement (i.e., School Agreement) between Microsoft and the customer.

Media

Storage device (typically CD-ROM) that contains the files needed to install a software program.

MSDN Academic Alliance High School

Annual membership that provides a selection of Microsoft developer tools for installation on instructional computers within a school and check out to students.

Perpetual license

License granting the rights to run a specific version of a program for an *unlimited* period of time.

Product List

Document published monthly that provides information about Microsoft software and Online Services licensed through Microsoft Volume Licensing programs, including product availability, point or unit values, migration paths, and Software Assurance benefits.

Product Use Rights (PUR)

The part of the Microsoft license agreements that outlines the rights the customer and its users have to deploy, use, and copy specific Microsoft software products.

Qualified Education Users

Customers who are permitted to purchase academic volume licensing agreements or Academic Edition (AE) products by meeting a set of criteria (see <http://www.microsoft.com/education/Eligible.msp> for criteria in the U.S.).

Reproduction

Making a copy or copies of software media (i.e., burning a CD).

Reseller

Third-party vendor that sells Microsoft products and volume license agreements.

Software Assurance

Offering for Microsoft Volume Licensing customers that provides you the ability to spread payments annually and gives you software upgrades, support and tools, and training.

Starter Kit

Binder containing CDs for the School Agreement application and system products.

Student Option

Option in School Agreement by which a school (or group of schools in a school district) may license its students for use of a selection of software products on a personally owned or leased computer or a school-owned computer designated for a student's exclusive use.

Subscription licensing

Licensing programs that grant the rights to use software products for a specified period of time (temporary licenses).

Subscription Enrollment

Document submitted by School Agreement customers specifying the PC count for the coverage period defined within.

Temporary license

License granting the rights to run a software program for a *limited* period of time.

Transactional licensing

Licensing programs through which customers purchase perpetual licenses for software products.

Update Subscription

Subscription service through which School Agreement Subscription customers automatically receive CDs for upgrades to products included in the Starter Kit.

Upgrade

A more recent version of a product (for example, Windows Vista is an upgrade of Windows XP).

User

The institution and the faculty, staff and students of the school or schools that are designated on the Subscription Enrollment to run the software. Users must also be Qualified Education Users (see <http://www.microsoft.com/education/Eligible.msp> for criteria in the U.S.).

Work at Home rights

Set of limited rights that academic schools may order for their faculty/staff granting permission to use certain Microsoft products on a personally owned or leased computer for work-related purposes only.

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