

SPSS 'Work at Home' software

The Monash SPSS Licence Agreement allows all current staff members (but NOT contractors, agents, invitees or honorary staff) of Monash University to use SPSS on home computers.

Please note the following conditions for home use:

- SPSS must only be used for teaching and administrative purposes and non commercial research purposes.
- SPSS installation media must be obtained directly from ITS.
- Under no circumstances may a user make copies of, loan or distribute Monash University licensed software (including licence activation keys) to third parties.
- Monash University licensed software is to be removed from home computer systems should the user leave the University.
- Monash University licensed software is to be removed from home computer systems should the relevant licence agreement expire.
- If instructed by ITS, Monash University licensed software is to be removed from home computer systems.

Obtaining the Installation media

To arrange for home use of SPSS, you must:-

- (a) log a HEAT Call with the [ITS Service Desk](#) requesting a copy of the installation media; and
- (b) complete the SPSS Work at home Software Media Application form and send it to the [ITS Service Desk](#). Upon receipt of a completed form, ITS will provide the media and licence key.

Once the media has been installed and returned to the [ITS Service Desk](#), your HEAT call will be closed.

Completing the SPSS Work at Home Software Media Application form

Please ensure that all details in the form are completed, otherwise the form cannot be processed. If you are unable to complete any section of the form, please contact the [ITS Service Desk](#) or your [Faculty/Division Software Representative](#)

NOTE: If completing the form for the purpose of using the media at work, on the Application Form you will need to nominate the asset number of the system that is licensed for SPSS. If your "on campus" work computer is not licensed for SPSS then you will need to contact your [Faculty/Division Software Representative](#). Media will not be supplied if this information is not provided.

Costs

There are no costs involved in installing the media, however in the event the media is not returned within 5 (five) days after it is sent to you, your Faculty/Division will incur an automatic \$100 late fee. **In order to avoid paying a late return fee, you must return the SPSS Work at Home Media to ITS within 5 (five)**

days of receipt. If this is not possible, please phone the ITS Service Desk 990 51777 immediately.

Returning the media

Please return the media to your local ITS Service Desk, either in person or by mail. If you are off campus it is recommended that you return the media via registered post or using an Express Post envelope, so that you can track the delivery. Please return the media to the following address

ITS Service Desk
Monash University
Building 203
Clayton Victoria 3800.

Authorisation Code

The Authorisation code will be provided to you along with the media. Please note that every 12 months, on the anniversary date of our Agreement, a new authorisation code is issued by SPSS. Details of the new code will be automatically provided to you, via email, prior to the current code expiring.

Further assistance

If you require assistance, please contact the [ITS Service Desk](#) or contact your [Faculty/Division Software Representative](#).



SPSS for Work and at Home Media Application Form

If you have access to the Novell client, you will not need to complete this form.

Please fax completed form to the ITS Service Desk on **x56383**

Ensure ALL details are completed. Incomplete forms WILL NOT be processed.

ITS Request number.....
(submit an ITS request prior to sending this form)

Home use or campus use?

Do you require the media for home use: Yes / No
Do you require the media for use on campus Yes / No

Applicant details

Surname:

First name:

Username Staff: ID

Faculty/Department:

Phone number:

Email address:

University postal address:
(where the SPSS media will be sent)

Payment details (required in the event of lost or delayed return of the media)

Cost Centre:
Fund code:
Authorised by cost centre manager or a person with financial delegation
Name:.....
Signature:.....

Machine is owned/leased by Monash University (for on campus use only).

Fill in ONE of the below:
Machine Asset Number.....; OR
Machine Purchase Order number.....; OR

Signature of your Faculty/Division
Asset Manager, IT Manager or
Software Representative.....

Software details

Software: SPSS

Version that you require:

(Please note that if you are using the Windows Vista operating system, you will need to install SPSS version 17 or later)

Platform: Windows or Mac

By signing this form, you agree to the following:

1. The SPSS software is available for use by recognised employees of Monash University. This does NOT include contractors, agents, invitees or honorary staff.
2. You may use the SPSS software at a recognised educational institution of Monash University or at your principal residence, on a computer owned or leased by you.
3. Use at your principal residence is limited to course work, non-commercial research or other work directly related to your relationship with Monash University.
4. You may not copy, sell, assign, lease, sublicense, give, lend, pledge, rent or otherwise transfer to a third party all or any portion of the Software.
5. You will not provide detail of the licence key to any third party.
6. Your right to use the Software will terminate if and when you cease to be a recognised employee of Monash. You will cease to use the Software and documentation and will remove it from your computer.
7. If you cease to be a recognised employee of Monash University you shall have the right to purchase a personal copy of the Software from SPSS Australasia Pty Ltd at a price set by SPSS provided you can provide proof of former employment or enrolment during the term of the license agreement.
8. The Software may be used only during the term of the license agreement.
9. At the expiry of the license you will cease to use the software and documentation and will remove it from your computer/s if another agreement has not been entered into.
10. You have obtained a licence for the Software and you are the primary user of the associated computer, asset number detailed above.

I have read the above conditions and agree to abide by them.

Signed:..... Date:

Name:

ITS use only

Form processed by:

Date Media sent:

Date Media returned:

Licence/Asset number checked by:

Software Serial number: