

PERMISSION TO COPY DISTRICT OWNED SOFTWARE

I would like to make/borrow a copy of software owned by the District and load it on my personal computer.

DESCRIPTION OF THE SOFTWARE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PURPOSE OF THE SOFTWARE USE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In submitting this request to copy District owned software, I understand permission will be granted only if the licensing agreement associated with that software permits such copying.

If my request is approved, I agree to make only one (1) copy of the software for my personal use and not permit others to use or copy it.

\_\_\_\_\_  
Printed Name of Staff Member or Student

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

.....  
For Office Use Only

Request is        Approved                          Denied

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

For approved requests:  
Date Software Installed: \_\_\_\_\_  
Date Software Removed: \_\_\_\_\_