

Iowa Board of Regents Microsoft Campus Agreement (MCA)

Iowa State University

Effective September 1, 2007-August 31, 2008

The Iowa Board of Regents has renewed the Microsoft Campus Agreement (MCA). The current version 3.4 agreement is effective September 1, 2007 through August 31, 2008. The products covered by this contract are in widespread use at Iowa State University (ISU) in academic computer labs and on individual faculty and staff desktop (PC and Macintosh) systems.

The biggest change in the MCA for this year is the method for activation of the new Microsoft Vista operating system. This software does not use an activation key as in years past, but rather will have to be activated by a centrally-managed activation server that ITS will administer.

This new activation scheme only applies to Vista at this point, but Microsoft has announced their intention to extend this centrally-managed scheme to all of their products over time.

As with a number of other site licenses on the ISU campus, the office of Information Technology Services (ITS) is responsible for management and oversight of the Regent's agreement at ISU.

Contact of Record

While there is a central oversight role within ITS, each unit on campus has identified an individual to implement and manage the MCA within their unit. There may be a single person designated for all departments within an area or college, there may be a person designated for each department, or there may be a combination within the area or college. Individuals designated by their unit must complete and sign a *Contact of Record Form* as documentation that they understand the terms and conditions of the MCA.

Software Acquisition

Only the unit's Contact of Record is authorized to receive software (media and images) for their unit. Policies and guidelines for the distribution and duplication of software media are governed by the terms and conditions of the Regent's agreement. Contacts of Record are authorized to duplicate and distribute the software for use on ISU owned desktop systems within their respective units. Records must be kept of who duplicated the software and who receives the software. Software can be distributed electronically provided appropriate safeguards are implemented to restrict access to authorized individuals and that appropriate records are kept.

Records To Keep

Electronic or paper records must be kept to document the implementation of the MCA, and these records must be available for audit during the term of the contract and for one year following contract termination. Much of the information required is probably already being kept as units follow sound desktop support practices. In general, information must be maintained showing where software is installed, who duplicated the software, and who received copies of the software.

Use and License Rights

Iowa State University can install current versions and previous versions of the following software on ISU owned or leased desktop systems:

- Microsoft Office 2007 Enterprise and Macintosh Office 2004 Editions
- Microsoft Windows Operating System upgrades for the desktop PC and Macintosh
- Microsoft Office SharePoint Designer 2007
- Microsoft Visual Studio Professional
- Microsoft Core Client Access Licenses