

## Microsoft Select Agreement

### What is the Microsoft Select Agreement?

The Microsoft Select Agreement enables education and local authority education departments in Scotland to acquire Microsoft products at the lowest possible price. There is no minimum requirement from each individual establishment and products can be purchased in a flexible and economic manner.

### How does the scheme work?

The first time you buy any Microsoft Select title you need to buy the installation software. When buying additional licences, you may also purchase additional copies of the installation software and additional sets of documentation up to the number of licences bought.

As soon as you have placed your order with LT Scotland you are covered by a temporary licence. Microsoft will issue the licence confirmations to LT Scotland.

### Who can buy?

Listed below are the types of organisation that can buy under this scheme.

Organisation	Scotland	Rest of the UK
Schools (nursery, primary, secondary and special)	✓	
Independent schools	✓	
Further and higher education	✓	
Community education *	✓	
LA education departments	✓	
Government education departments (SEED, SQA, etc.)	✓	
Public libraries	✓	
Education resource centres	✓	
Charities **	✓	

\* Software may only be used for training in communities on a non-profit-making basis.

\*\* Registered Charity Number must be quoted on any orders.

### What you receive

Under the Microsoft Select Scheme you do not receive an official Microsoft Licence from Microsoft. We advise you to keep a copy of your invoice as proof of purchase.

### Home purchasing

You cannot purchase for home use under this scheme. Please note Microsoft has a separate Student/Staff scheme.

### When you order

When you order any Microsoft Select products under this scheme you must remember to include the following details. These details must be provided in order for your order to be processed:

- product title
- the total number of licences and/or CD-ROMs and manuals required
- which platform – PC or Macintosh
- your order number
- full address, including postcode
- contact name
- telephone and fax numbers
- e-mail address.

Note: When you are ordering licences please ensure that you order the correct licences as it is not always possible for them to be exchanged.

# Microsoft Schools Agreement

## What is a Microsoft Schools Agreement?

The Microsoft Schools Agreement is an annual comprehensive licensing programme specially created to address the unique needs of primary and secondary schools.

## How does the scheme work?

This is a scheme where schools can purchase products from a list of products on offer. The minimum entry for this scheme is 50 units – to calculate the number of units you multiply the number of PCs by the number of products. You can either purchase for one year or three years. Under this scheme you are licensed to run any version including upgrades and downgrades.

Thirty days before the expiry of the agreement contact will be made with the school to find out which option they want.

## What happens at the end of the year?

At the end of the year the school has four options:

- renew the agreement for a further year
- cancel the agreement and upgrade to a perpetual licence through the 'Buy-Out' scheme
- change to the FPP/Open or Select Licence scheme
- cancel the agreement and remove the software from your machines.

## What about software and manuals?

Schools can buy additional manuals and CD-ROMs through LT Scotland's Select Agreement.

## Who can buy?

Listed below are the types of organisation that can buy under this scheme.

Organisation	Scotland	Rest of the UK
Schools (nursery, primary, secondary and special)	✓	✓
Independent schools	✓	✓
Further and higher education		
Community education		
LA education departments		
Government education departments (SEED, SQA, etc.)		
Public libraries		
Education resource centres		
Charities		

## What you receive

You will receive a contract to be completed and sent back to LT Scotland. Please note this can be done electronically. Once your contract has been processed by Microsoft, you will receive a Welcome Pack and a selection of software.

## Home purchasing

You cannot purchase for home use under this scheme. Please note that Microsoft has a separate Student/Staff scheme.

## Home usage rights

Under this scheme there is an option for home usage rights (Work at Home) for selected products.

## Student option

For the first time under Microsoft's School Agreement there is a Student option. Rather than licensing the whole of the student population, a number of students can be licensed – minimum 100. It is the school management's responsibility to control this. However, there is a buy-out option for the students.

## When you order

When you order a Microsoft Schools Agreement you must remember to include the following details. These details must be provided in order for your order to be processed:

- product(s) required
- the total number of eligible computers
- your order number
- full address, including postcode
- contact name
- telephone and fax numbers
- e-mail address.

## Microsoft Campus Agreement

### What is a Microsoft Campus Agreement?

The Microsoft Campus Agreement is an annual rental scheme for software aimed at further and higher education establishments. For a college to qualify it must have a minimum of 100 full-time equivalent (FTE) staff and a minimum of 300 units.

### How does the scheme work?

It is an annual charge and the college has the rights to use the most current version of the software or any earlier version, giving standardisation of versions across the campus. Each product is given a unit value.

Costs are calculated on the number of products multiplied by the number of FTEs – minimum number of units is 300. There is an option to purchase for one year or three years.

### What happens at the end of the year?

At the end of the year the college has four options:

- renew the rental agreement and pay for another year
- remove the software and do not renew the agreement – you will have to remove all software licensed under this agreement and revert to the licences you had before signing a Campus Agreement
- leave the Campus Agreement and buy licences under LT Scotland's Select Agreement for the new versions of the products installed
- leave the Campus Agreement and upgrade to perpetual licences through the 'Buy-Out' Scheme.

### What about software and manuals?

Colleges can buy additional manuals and software through LT Scotland's Select Agreement.

## Who can buy?

Listed below are the types of organisation that can buy under this scheme.

Organisation	Scotland	Rest of the UK
Schools (nursery, primary, secondary and special)		
Independent schools		
Further and higher education	✓	✓
Community education *		
LA education departments		
Government education departments (SEED, SQA, etc.)		
Public libraries		
Education resource centres		
Charities		

\* Software may only be used for training in communities on a non-profit-making basis.

## What you receive

You will receive a contract to be completed and sent back to LT Scotland. Please note this can be done electronically. Once your contract has been processed by Microsoft, you will receive a Welcome Pack and a selection of software.

## Home purchasing

You cannot purchase for home use under this scheme.

## Home usage rights

Under this scheme you have home usage rights for Office and BackOffice/Core CALs for work-related purposes only.

## Student option

To take advantage of this option your college must have a current Campus Agreement that meets the minimum requirement of 300 units.

## When you order

When you order a Microsoft Campus Agreement you must remember to include the following details. These details must be provided for your order to be processed:

- product title
- the total number of FTE staff
- your order number
- full address, including postcode
- contact name
- telephone and fax numbers
- e-mail address.