

**Return or Fax Form to:**  
ISTS Help Desk  
Information Strategy and Technology Services  
Mawson Lakes Campus OR 8302 5012

**SPSS "Work at Home"**  
**Software Media Application Form**  
Information Strategy and Technology Services  
University of South Australia



**Applicant Details** - (Please PRINT clearly in BLOCK letters.)

Family Name or Surname

First Name or Given Name

Network Username

Email Address (eg. Joe.bloggs@unisa.edu.au)

Office Telephone Number

Internal Post Code (IPC)

Division/School/Unit

**SPSS "Work at Home" media order**

Product	Version	Cost	Selection (please tick)
SPSS * SPSS Statistics * AMOS	19	\$10.00	<input type="checkbox"/>

**Cost Centre Authorisation**

I certify the applicant is a **staff member** of the University of South Australia, and I authorise their university information

Account Code:

Authorising Signature (VC Authorised)

Name of Signatory (Please PRINT!)

Phone Number

Date Signed

**Note:** ISTS only accepts payment for "Work at Home" media by cost centre transfer. If you need to reimburse your cost centre you should speak to your local finance officer.

**You must complete both sides of this form for it to be processed.**

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**Occupational Health, Safety and Welfare**

When working from home you should be familiar with University OHS&W policy, procedures and your responsibilities.

OHS&W policy and procedures for General Staff working at home is available on the web page :  
"Working from Home - General Staff" <http://www.unisa.edu.au/ohsw/procedures/workingfromhomegeneral.asp>

OHS&W advice for Academic staff working at home can be found on the web page:  
"Working from Home - Advice for Academic Staff" <http://www.unisa.edu.au/ohsw/procedures/workingfromhomeacademic.asp>

**SPSS "Work at Home" Acceptance**

This acceptance form is valid for the SPSS software products checked on page one of this application form, which shall be referred to collectively herein as the "Software". Software is made available to you for installation on your home computer but only where you are a full time staff member and the primary user of a UniSA owned "on campus" computer system (not shared use) that is licensed for the Software. **You are not licensed to use the Software at home for personal purposes.** You do not own the license or the CDs, rather you are authorized to use the Software and associated media pursuant to the terms and conditions of the licensing agreement during the license period. You will be required to remove the Software from your home machine immediately upon expiration of the licensed period or earlier if your employment by the University of South Australia ends.

Please state the UniSA Blue Plate number of the UniSA owned "on campus" computer system that has a licensed installation of the Software.

Blue Plate number:.....

**Please initial each statement:**

I have obtained a licence for the Software I am applying for on the first page of this application and that I am the primary user of the associated computer whose asset number is listed above. ....

I will read and abide by the licence agreement(s) associated with this Software. ....

I am a full time UniSA staff member.  
(note: Part time staff, casual staff and students including full time, part time and Post Graduate (inc. Masters by research and PhD) are not eligible to use a SPSS product on a privately owned computer under the SPSS licence agreement) .....

I will remove the Software from my home machine immediately upon the earlier of (a) expiration of the license period (b) the end of my employment by the University of South Australia. ....

I understand that I am not licensed to use the Software for personal purposes, it is only to be used for teaching, administrative and non commercial research purposes. ....

I understand that I am not permitted to make copies of, loan or distribute SPSS media or licence codes. ....

Applicant's Signature: .....

Printed name: .....

Date:     /     / .....

**You must complete both sides of this form for it to be processed.**

**ISTS Use Only**

Actioned by HD:     /     /                      Initials: .....                      HPSD#:.....  
WAH Media sent:     /     /                      Recorded by: .....                      Licence checked by: .....