



Division of Technology
Software Installation Request

The following information is required before a software title can be installed on any Anne Arundel County Public School workstation or network.

Please allow 10 days from the Date of Request for Software installation.

Requestor's Name:	Required Install Date:
Curriculum Department/ School Team:	Curriculum Office / School:
Software Title (include version):	Publisher:
Licensed number of users/copies:	Help Desk Ticket Number:
_____ For Teacher use only (<i>no MOI required</i>)	
_____ For Student use	

Requestor Responsibilities	Support Technician Responsibilities
<input type="checkbox"/> Provide software to Support Technician	<input type="checkbox"/> Test-bed Results _____ <i>(See Remedy)</i>
<input type="checkbox"/> Attach original or copy of the Software License Agreement or Purchase Order identifying the number of legal users *	<input type="checkbox"/> Special installation instruction, if different from manufacturer (<i>see test-bed</i>)
<input type="checkbox"/> MOI (Materials of Instruction) Approval # <i>(See Textbook Catalog [Minerva] or contact Bonnie Thompson 410-721-8467)</i>	<input type="checkbox"/> MOI (Materials of Instruction) Approval # <i>If not provided by requestor (See Textbook Catalog [Minerva] or contact Bonnie Thompson 410-721-8467)</i>
<input type="checkbox"/> Installation Location. (<i>Include school(s), room, number of computers and which specific computers, etc.</i>)	<input type="checkbox"/> Notify requestor when installation is complete

(*) According to the Copyright Act (found in Title 17 of the US Code), it is against federal law to make a copy of software for any reason other than as a backup (or to load software on additional computers) without express permission of the copyright holder. Districts, schools, and individuals that violate this law can be held liable for as much as \$100,000 in statutory damages per copyright violation. Violators can also face civil penalties of as much as \$250,000 and jail terms of up to five years, in addition to a civil lawsuit.

If you have any further questions please contact your Support Technician or a Field Support Team Leader (x5248)