



MALTA

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To: All Members of Staff at DCS

Subject: Unlicenced Personal Computers

Circular

From time to time, the Information Management Unit receives requests from Schools and/or Sections for the installation of software on PC's that are donated to them. More often than not, such PC's are delivered without the operating system installed.

All PC's have to be registered under the Enterprise Agreement with Microsoft if they have to be installed with Microsoft Office. A PC is registered when it has a Home XP Licence. A licenced PC will have Microsoft sticker affixed to it as per sample in attachment.

If a PC is received without this sticker, a Home XP licence will have to be purchased from any IT shop. The licence takes the form of packet containing a green pamphlet and installation disk as per attachment "Windows Package". It also contains a sticker similar to the one in the attachment "windows label". This sticker has to be affixed to the PC in a prominent position.

MITTS will then upgrade Windows to the professional version and could install Microsoft Office if required. MITTS might reserve the right to charge for the cost of installation but not of the software.

Leonard Sacco
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