# Microsoft® Student Partners Confidentiality Agreement and Code of Conduct

**IMPORTANT:**

**PLEASE COMPLETE THIS FORM, SIGN IT AND RETURN IT TO MICROSOFT AT THE ADDRESS AT THE END OF THE DOCUMENT**

This Confidentiality Agreement and Code of Conduct are an agreement between you as a student who wishes to participate in the Microsoft Student Partner Program (“Program”), and Microsoft Corporation or, based on where you live, one of its affiliates (“Microsoft”), governing your participation in the Program. By participating in the Program in any way you agree to all of these terms. Please read them thoroughly.

By signing this agreement, you agree to be bound by this Confidentiality and Code of Conduct Agreement (including applicable website terms of use, privacy statement and community rules of conduct), and represent that you have read and understand this agreement. You must accept this agreement before you can participate in the Microsoft Student Partner Program.

**Confidentiality AGREEMENT**

You agree not to use or disclose to any third party, any Confidential Information of Microsoft. “Confidential Information of Microsoft” means all non-public information that Microsoft designates as being confidential, or which, under the circumstances of disclosure ought to be treated as confidential. “Confidential Information of Microsoft” includes, without limitation, information that is non-public, information that is designated as confidential, information that a reasonable person knows or reasonably should understand to be confidential, or information relating to released or unreleased Microsoft software or hardware products. If you have any questions as to what comprises such confidential information, you agree to consult with Microsoft. “Confidential Information of Microsoft” does not include information that was known to you prior to Microsoft’s disclosure to you, or information that becomes publicly available through no fault of yours.

**CODE OF CONDUCT**

This Code of Conduct for the Microsoft Student Partners (“Code of Conduct”), signed and completed by the individual indicated below (“you”), becomes effective upon its receipt by Microsoft Corporation (“Microsoft”). This Code of Conduct is an agreement between Microsoft (or based on where you live, one of its affiliates) and you. Please read it thoroughly.

As part of Microsoft's commitment to making the Microsoft Student Partner (MSP) web site [www.microsoftstudentpartners.com](http://www.microsoftstudentpartners.com) a great place to meet and interact with others around the world, you agree to abide by our Code of Conduct. Your commitment to this Code of Conduct is required for all message board services, chat areas, news groups, forums, communities, sample uploads, and/or other message or communication mechanisms (including any contents thereof). It is designed to enable you to communicate with the public at large or with a group, and thus to ensure a positive experience for all users.

All activity on [www.microsoftstudentpartners.com](http://www.microsoftstudentpartners.com) is also governed by the [Microsoft Terms of Use](http://www.microsoft.com/About/Legal/EN/US/IntellectualProperty/Copyright/default.aspx), the [Microsoft Privacy Policy](http://privacy.microsoft.com/en-us/default.mspx) and the [Microsoft Communities Rules of Conduct](http://www.microsoft.com/communities/conduct/default.mspx).

**Respect Others**

* We encourage everyone to treat each other with mutual respect. Do not use any communication or collaboration services to threaten, harass, stalk, or abuse others participating in the Microsoft Student Partner Program.
* Microsoft reserves the right to remove posts that advocate or encourage expressions of violence, bigotry, racism, hatred, or profanity.
* Microsoft may remove postings that are deemed inappropriate, offensive or that violate guidelines of this Code of Conduct. Microsoft may also eject or ban any user from the Microsoft Student Partners program who behaves in a manner deemed inappropriate, offensive or who violates this Code of Conduct.

**Keep It Legal**

* Microsoft does not allow any illegal activities. You cannot use the Microsoft Student Partners Program or [www.microsoftstudentpartners.com](http://www.microsoftstudentpartners.com) to publish, post, distribute, or disseminate defamatory, infringing, obscene, or other unlawful material or information, specifically, but not limited to, child pornography, bestiality and incest. Also, you may not use these services for chats relating to illegal drugs.
* You may not use any of the collaborative services of [www.microsoftstudentpartners.com](http://www.microsoftstudentpartners.com) for the purpose of linking to external sites that violate this Code of Conduct.
* Do not upload files or post messages that contain photos, music, software or other material protected by intellectual property laws, rights of privacy or publicity or any other applicable law unless you own or control the rights or have received all necessary consents. Microsoft is not responsible for any use of anything you say or post.
* Do not post any materials (including software and other information) that could harm (or is designed to harm) other users' computers or would allow others to inappropriately access software or Web sites.

**Play Nice**

* Microsoft does not tolerate disruptive activity online, such as persistent off-topic comments and postings or statements that incite others to violate this Code of Conduct or participate in illegal activities. Our participants want to chat and post on our [www.microsoftstudentpartners.com](http://www.microsoftstudentpartners.com) collaborative services in a positive environment.
* Microsoft does not allow the posting of destructive features, use of computer programs that contain such features, or access to any content that contains destructive features such as: viruses, worms, Trojan horses, or bots for the use of scrolling, showing multiple screens, and other activities that can be disruptive to online communication.
* Falsely impersonating a Microsoft employee, agent, manager, host, or any other person with the intent to mislead or cause harm to others is forbidden.

**Don't Spam**

* Please don't "spam" through our [www.microsoftstudentpartners.com](http://www.microsoftstudentpartners.com) collaborative services or through our provided email of @studentpartner.com, none of our users like it. To spam includes sending identical and irrelevant submissions to many different discussion groups, mailing lists, chats or communities. Usually such postings have nothing to do with the particular topic of the group or are of no real interest to those on the mailing list. To spam also includes misrepresenting the source of anything you say or post. Spamming and scrolling in chat rooms are serious violations of online etiquette.
* Microsoft reserves the right to ban a user at any time, without notice, from any or all [www.microsoftstudentpartners.com](http://www.microsoftstudentpartners.com) collaborative services and email for spamming.

**Take It Personally**

* You may not sell, license, give away, exchange or barter any space provided to you within [www.microsoftstudentpartners.com](http://www.microsoftstudentpartners.com) collaborative service for any purpose including, without limitation, selling, licensing, exchanging or bartering space for advertisements.

**Accept Responsibility**

* You are responsible and liable for all your activities while participating in any collaborative services area. Remember, you are responsible for anything you say or post and for protecting your own computer system. We recommend you install a virus protection program on your computer.
* Our [www.microsoftstudentpartners.com](http://www.microsoftstudentpartners.com) collaborative services areas are not designed as the primary places to store any materials; you are responsible for creating backups of materials you post to any collaboration service such as photos, documents and software. Microsoft is not responsible for loss of, access to, or deletion or alteration of any materials included in any collaborative service.
* Microsoft reserves the right to remove at any time, without notice, any sample and/or post to a [www.microsoftstudentpartners.com](http://www.microsoftstudentpartners.com) collaborative service.
* You are responsible for any actions you may take based on advice or information you receive online. Use your own good judgment when evaluating information provided through any collaborative service, remember that the information provided could be from people at any age and experience level. The decision to conduct transactions with anyone is your own and you should conduct your own research prior to making any decisions.

**Disclosure requirements**

* Fully disclose your affiliation with the Microsoft Student Partner Program and any Microsoft compensation received as part of the program in the form of money, travel, contest prizes, products, services, gifts, special access to an event, etc. in a clear and readily visible way on both your chapter website and SharePoint site, and in any related blogs, tweets or posts. For example:
  + My friends at Microsoft invited me to join the Microsoft Student Partner Program and gave me a free annual subscription to Office 365.
  + Microsoft provided me with a free annual subscription to Office 365 for my participation in the Microsoft Student Partner Program.
  + This is a Microsoft-sponsored post.
  + For micro-blogs and status updates that have character restrictions, include a hash tag notation of **#spon** (sponsored) or **#paid** (paid) or **#ad** (ad).

**Uphold the Code**

* In helping to make [www.microsoftstudentpartners.com](http://www.microsoftstudentpartners.com) collaborative services a great place to meet, chat and exchange samples, you must do your part to uphold this Code of Conduct.
* Microsoft reserves our right to amend or change the Code of Conduct at any time without notice. You agree to periodically review this document to ensure you are doing your part.
* Microsoft reserves the right to terminate a MSP’s membership in the Program, including any Program benefits, if we become aware of a violation of the Confidentiality Agreement, the Code of Conduct, or the other terms that an MSP agrees to comply with in connection with Program participation.
* Microsoft is not obligated to send users or hosts a warning before deleting any content.

**THINK Privacy**

* We caution you against giving out personally identifiable information (such as social security numbers, credit card numbers, names and addresses, telephone numbers, driver license numbers) to strangers online, which may be used for illegal or harmful purposes.
* Some personal information you provide to Microsoft may be stored outside of the country in which you reside, specifically on Microsoft Corporate MSP Program databases.
* Respect others’ privacy! Ask others for permission to collect and use their personal data and honor their right to be left alone. Take reasonable steps to protect others’ information from loss or misuse.

Thanks for joining the Microsoft Student Partner Program and honoring this Code of Conduct! To indicate that you have read and understood this policy, please sign this document, and return the original signed copy to your local Microsoft Student Partner Program Lead at the address indicated below.

Sincerely,

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| --- | --- |
| Alex Bogdan Technical Evangelist in Academia  a-abogda@microsoft.com  Twitter: @wwmsp  Facebook: http://www.facebook.com/#!/MicrosoftStudentPartners | MSP Name:  MSP University:  Date:  Signature: |