

# Official UWO Web Site Agreement

This document must be signed by the person responsible for an Official UWO Web Site.

As an Information Provider:

1. I agree that the content of my site relates to research, teaching, administrative work, or academic student life at The University of Western Ontario.
2. I realize that I am responsible for the content and format of all information which I place on the UWO Web.
3. I understand that the material I post on the UWO Web is visible to anyone on the Internet, and that the quality, accuracy, and timeliness of my documents reflect on myself, my unit, and the University. I agree to keep the information on my Web site up-to-date and accurate.
4. I agree that it is important that my pages are accessible to as many people as possible and can be read by as large a variety of browsers as possible.
5. I agree that my Web pages will comply as far as possible with the HTML tags recommended by the UWO Web Working Group.
6. I agree to maintain a site map and to keep documentation/records required to ensure continuity of the site maintenance in the event of staff turnover.
7. I agree to include the following information on each page in my Web page collection:
  - Clear identification (in words or an official image) that the site is part of The University of Western Ontario. That identifier should also be a link to the UWO home page. Official Web images are available on the web of the University tower logo and word mark at [http://communications.uwo.ca/comms/graphic\\_standards/index.htm](http://communications.uwo.ca/comms/graphic_standards/index.htm)
  - Unit name and e-mail address
  - The date of last update or review
8. I agree to read my electronic mail on a regular basis and promptly respond to any questions from or problems reported by, users of the UWO Web.
9. I will not post copyrighted materials or personal or confidential information without permission. I will not post any illegal materials.
10. I agree to comply with all UWO policies and guidelines. I understand that failure to comply with these policies may result in my site no longer being listed among official sites of the University and links to my site removed.
11. I agree to keep my information on the UWO Web server or other Web server that meets the following requirements:
  - Reliable (up 24 hours a day, 7 days a week, with a backup of the content)
  - On a computer platform that can handle the WWW load
  - Has a designated technical support person

*Please resubmit this form when the responsibility for this Web site or Unit head changes.*

**OFFICIAL SITE NAME**

URL:

Information Provider Name:

E-mail Address:

Signature:

Date:

**SPONSORING UNIT APPROVAL**

Unit Name:

**UNIT HEAD NAME**

E-mail Address:

PeopleSoft Account No [required by sites on [www.uwo.ca](http://www.uwo.ca)]:

Signature:

Date:

If NOT running on the central server ([www.uwo.ca](http://www.uwo.ca)):

Technical Support Person's Name:

E-mail Address:

Telephone (day):

(after hours):

Received by:

(ITS use only)

Return to:

UWO Web Manager  
c/o Information Technology Services  
Support Services Building, room 4300