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
   • 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]:

Signature: Date:

If NOT running on the central server (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