

MATC.edu PUBLIC WEB SITE UPDATE AGREEMENT

I, the undersigned User, agree to the following standards in the development and maintenance of any Web Site(s) affiliated with MATC, and in any connected web and sub-web content:

- a. Appropriate copyright laws must be followed in all web site development.
- b. All web maintenance will be done using MATC's content management system unless authorized in writing by the Director of Marketing and Communications.
- c. External links to non-MATC content must be approved in writing via e-mail by MATC Marketing and Communications before the links can be added to a MATC web page.
- d. All web page changes will be automatically submitted to Marketing and Communications for review prior to a page going live unless Marketing and Communications grants a department an exemption from such reviews.
- e. All web content will adhere to all of MATC's policies and procedures.
- f. MATC faculty or staff who desire to create a web link directly off MATC's home page, such as www.matc.edu/times, must send such a request, in writing, to the Director of Marketing and Communications. Such links must represent a significant MATC community partnership.

My Sub-Web begins at address: _____

My Web Content Supervisor (if any) is _____

Signed: _____ Printed Name: _____

Dated: _____

A copy of this form will be sent to Marketing.