MATC 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:

1. Appropriate Copyright laws must be followed in all Web Site development.

2. All Web maintenance will be done using MATC’s Content Management System unless authorized in writing by the associate vice president, Information Technology.

3. External links to non-MATC content must be approved in writing via e-mail by MATC Marketing before the links can be added to an MATC Web Site page.

4. All web content will adhere to the MATC Web Site Style Guide which can be found at www.matc.edu/tools/style.

5. All web page changes will be automatically submitted to Marketing for review prior to a page going “live” unless Marketing grants a department an exemption from such reviews.

6. All web content will adhere to all of MATC’s Policies and Procedures.

7. At least annually, no later than November, users will certify via email to the associate vice president – Information Technology that our sub-web meets the above criteria.

8. Any delegation of Web Site maintenance within any division of MATC does not relieve the Divisional Web Coordinator from responsibility for the content developed by users under their authority.

9. As users change content which does not currently comply with the MATC Style Guide, users will bring the content into compliance with Style Guidelines.

10. All MATC faculty department or student club web content must be put into the Blackboard “Community” web site.
11. 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 MATC Marketing Director. 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.

Revised: 8/26/04