

# Web Publisher Agreement Frostburg State University

FSU faculty & staff should complete this form to request a Frostburg State University (FSU) web account and web space on an FSU web server.

## General Notice on Use of University Computing Resources

Web accounts and web servers are considered University computing resources. Use of University computing resources is subject to University policies, agreements, state and federal laws, and regulations.

## Web Roles & Responsibilities at FSU

The FSU Information Technology Department manages web servers, web accounts and web space allocation services for FSU web publishers. In addition the FSU Webmaster supports university offices, departments, programs, and organizations with developing and maintaining a web presence.

Web publishers at FSU are responsible for planning, building, testing, publishing and managing their web sites. In doing this, each web publishers at FSU must perform the following items:

- Make certain that web pages meet all FSU web requirements and are in compliance with FSU guidelines and policies.
- Make sure that information published on the World Wide Web is not prohibited by state or federal laws and regulations, or disallowed by FSU policies and agreements, licenses, contracts, or copyrights.
- Review and update online information at regular intervals.

In addition, web page managers of official web pages (pages of University colleges, departments, divisions, or other units and programs which are controlled, operated, and maintained by University personnel in connection with University business) must perform the following:

- Make sure the web presence communicates only approved FSU information.
- Have custom designed home pages reviewed by the Web Advisory Group **prior to implementation.**
- Have all new or significantly redesigned or restructured web sites reviewed by the Web Advisory Group prior to publication.
- Coordinate all web projects with the Information Technology Department before the project begins.

Use of FSU's campus wide information system for commercial use or profit outside of university-approved pages is prohibited. The FSU Webmaster reserves the right to remove pages, sites or links to pages or sites with out-of-date or inappropriate material.

My signature indicates that I have read, understand, agree to, and will abide by the conditions set forth in the FSU Web Publisher Agreement.

## Web Publisher Information

This account will be used to manage (check one)  an official FSU web page  
 a faculty personal web page  
 a staff personal web page

Name of Page Owner (Unit or Faculty/Staff Member)

\_\_\_\_\_

Designated Web Page Manager:

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Classification: \_\_\_ Faculty \_\_\_ Staff Campus Address: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

## Required Signatures

Department Chair/Office or Program Director: \_\_\_\_\_

Web Page Manager: \_\_\_\_\_ FSU Webmaster: \_\_\_\_\_