Memorandum of Understanding for Web Content Editors

Web Content Editor Role Description

The DSU Web Content Editor is a new role created to make sure all of the pages on our website are always up to date and accurate. You will have attended a training to understand how to make changes to your site as well as what changes you can and can't make. You will have access to online tutorials and documentation for assistance. You will also be assigned an intern or part-time designer from Web Services to answer any questions or assist you with updating your website. The Web Services team will create any custom pages, designs or online forms you need.

The duties of the Web Content Editor is as follows:

1. At least once a semester, review each page hosted on dixie.edu that falls within your department’s area of responsibility for accuracy.
2. Update your department’s contact & staff pages every time staffing in your department changes.
3. Make sure all forms, documents and pdfs on your site are current.
4. Work with your assigned intern or part-time web designer to implement any designs, custom pages, or creating online forms.
5. Notify Web Services if you are transferring the Web Editor role to someone else in your department, or if you are leaving your department or the university. Your department MUST have a Web Content Editor at all times.
6. Notify Web Services if you are experiences issues with functionality of the site.

Rules & Regulations for Web Content Editors:

The Web Content Editor is responsible for maintaining the safety and security of our site, networks, and information. You are expected to follow all applicable DSU policies and procedures regarding web development. You are accountable for what happens on your site and with your user account.

The following actions should be avoided; they will result in you losing edit privileges and could lead to possible disciplinary action:
• Adding scripts, styling, widgets, plugins or any other kind of code intended to modify the display or functionality of our site.

• Sharing your username and password with anyone or allowing anyone to use your account to make edits.

• Uploading content infected with malicious scripts or viruses.

• Revealing personal and/or sensitive information about yourself, co-workers or students, including D-numbers and FERPA-protected information. (Sites and forms collecting or displaying sensitive information must be reviewed and approved by the DSU webmaster before being published.)

• Posting images, videos, information, opinions or any other kind of content that reflects poorly on the university or any department within the university.

• Making edits to content that does not belong to you or your department. (If the content currently has no owner, contact web services to gain ownership first.)

• Attempting to hack or exploit vulnerabilities in our site or network, or gain access beyond what you are assigned.

**Agreement of Rules & Responsibilities for Web Content Editors**

I am signing below to indicate that I have read and fully understand the job duties of a Web Content Editor and agree to follow the rules outlined above. The site(s) or pages I am responsible for are written below:

Signature: _______________________
Printed Name: _______________________
dixielD: _______________________
Date: _______________________