Memorandum of Understanding for Web Content Editors

Web Content Editor Role Description

The Web Content Editor role was created to make it easier and faster for you to update your website. As a Web Content Editor, you’ll be able to make sure everything on your site is always up to date and has the information your users are looking for. 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, and will also be assigned an intern 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 are as follows:

1. At least once a semester, review each subpage hosted on dixie.edu that falls within your department’s area of responsibility. Ensure content is accurate and reflects any policy or staff changes.
2. Watch for emails from Web Services to stay aware of updates and changes.
3. Periodically check your ‘Site Editors’ screen and resolve any suggested revisions: images (too large or missing alt text), links (non-working URLs), documents (missing documents or links that don’t open in a new tab), typos (misspelled or vulgar words), phones (missing hyperlink or improperly formatted).
4. If you are leaving DSU or transferring departments, you must notify Web Services- if possible, let us know who will be assuming your role as Web Content Editor.
5. Understand that Web Services reserves the right to make changes to your sites without consulting you in order to maintain consistency and accuracy across all of dixie.edu

Rules & Regulations for Web Content Editors:
The Web Content Editor is responsible for maintaining the safety and security of our sites, 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 the loss of editing privileges and could lead to 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 login information 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.
- Posting images, videos, information, opinions, or any other kind of content that reflects poorly on the university or any department within the university.
- 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:

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Signature: ___________________________________

Printed Name: ________________________________

DixieID: _____________________________________

Date: _____________________