



EMU Web Site Hosting and Access Agreement Student Organization Version

Eastern Michigan University • Marketing and Communications
18 Welch Hall • Ypsilanti, MI 48197
734.487.5376

Eastern Michigan University provides server space for approved Student Organization Web sites, and directory access to authorized webmasters of these organizations (EMU does not provide Web site development services). **This SITE HOSTING AND ACCESS AGREEMENT must be completed and signed by BOTH the site's WEBMASTER and the PRESIDENT OR ADVISOR of the Student Organization.** The current status of Student Organizations applying for server space will be verified prior to the granting of server space or server access. **Student organization webmasters must have prior knowledge of web site development. EMU is not able to provide any technical support or web site development support.**

*****Student Organization server space is to be used exclusively for the student organization's Web site. Personal or other use of Student Organization server space is strictly prohibited.*****

User

Responsibilities: SITE WEBMASTER

Applicants seeking site hosting and directory access on the EMU Web servers must agree to all of the following conditions, and must personally accept the responsibilities detailed in this document. Applicants: Your agreement is

indicated by your signatures on page 2 of this form.

1. You agree to adhere to all applicable EMU policies and regulations, including but not limited to acceptable use, privacy, security and site content/maintenance. Student organization Web sites are UNOFFICIAL sites at EMU; see www.emich.edu/web_standards_guide/student_org_sites.html for details.
2. As the site's webmaster, you will be granted an **INDIVIDUAL ACCESS ACCOUNT** upon approval of this form. You are the **ONLY AUTHORIZED USER** of this account; NO EXCEPTIONS. You agree to be **the only person who uses your account and password**. You will be personally responsible for all of your activities on the server and the network. You agree to keep your user name and password secure and private, and not to share this information with any other users. If you believe anyone has obtained unauthorized access to your account, you must notify the Director of Web Communications immediately. (Student organizations may have as many webmasters as they like. Each individual webmaster must have a separate account.)
3. You agree to notify the Director of Web Communications immediately upon the termination of YOUR personal responsibilities for your organization's Web site.
4. You agree to provide a current, active e-mail address at which you can be reached with communications concerning your site and access account. ***You will need to use your my.emich account to establish your initial access, and we recommend that you use this account permanently.*** You are responsible to review and act promptly upon correspondence to your e-mail address regarding your directory account. You agree to keep this e-mail address current, or to provide an immediate replacement for this address if you change it. (Please note that a failure to respond with reasonable promptness to e-mail communication regarding your account is cause for suspension of your account, without additional notice.)
5. You agree not to load or store in your organization's Web directory or subdirectories ANY files of ANY kind that are not directly and currently a part of the Web site for your organization. (This means NO PERSONAL FILES WHATSOEVER ON THE EMICH SERVER. Personal web space is available at people.emich.edu.)
6. You agree to keep your organization's Web site current and accurate as much as possible. You agree to provide current, accurate **contact information on the main/home page** of your organization's site.
7. You agree to **publish EMU's approved disclaimer on your organization's home page**, indicating that your site is **NOT an official EMU Web site** (see www.emich.edu/web_standards_guide/student_org_sites.html.)
8. You agree to the terms of the EMU Acceptable Use Policy, located on the Web at www.emich.edu/web_standards_guide/acceptable_use_policy.html.

SPECIAL NOTICE: Please make sure your organization is on the *current, official list* of student organizations generated by the Student Organization Center, and that your *current president* is listed, BEFORE submitting this form. Otherwise, your application will not be processed.

continued

❖ **Acceptance of the agreement (must be completed by site WEBMASTER)**

I understand and accept the terms of this Agreement, and I personally accept responsibility for any and all activity that takes place under my user account on the Eastern Michigan University server(s). I understand that failure to adhere to any of the terms of this agreement is cause for immediate termination of my account privileges, without advance notice. I further acknowledge that if activities under my account violate any applicable national, state, or local laws or ordinances, or EMU policies and regulations, I will be responsible for all consequences and penalties arising from such activity.

Today's Date ___/___/___

Official Name of Student Organization _____

Student Organization's e-mail address (if you have one) _____

WEBMASTER'S name _____

WEBMASTER'S my.emich e-mail address (and alternative e-mail if preferred) _____

WEBMASTER'S signature _____ phone # _____

Web Directory Access:

Will this account be assigned to an existing directory on www.emich.edu?

Yes, the URL is www.emich.edu/studentorgs/_____

The previous webmaster for this site was (name) _____ and the previous webmaster's directory access to this site Should or Should NOT be terminated.

No, please set up a directory/URL for our organization*. Our preference for the directory/URL name is:

www.emich.edu/studentorgs/_____

(*Directory/URL preferences are not guaranteed. Directories/URLs are established at the discretion of the Director of Web Communications, who will accommodate specific requests where possible, within the overall strategy for server directory structure and architecture. The directory "/studentorgs" has been established for student organization web sites. Contact the Director of Web Communications for additional information.)

❖ **Authorization (must be completed by the applying organization's CURRENT PRESIDENT or ADVISOR)**

I understand and support the terms of this Agreement, and I authorize the creation of a user account for _____ on the EMU Web server(s) for the purpose of developing/maintaining my organization's Web site. I understand this account will provide complete access to my organization's Web site on the EMU server(s). I accept personal responsibility for the activities that occur under this account on the EMU server(s).

Today's Date ___/___/___

Select one:

Webmaster's account will expire (date): ___/___/___ Webmaster's account will remain open until further notice

Web site (URL) for which access is authorized: _____

Check one: I am the organization's President OR Advisor (This information will be verified and **must be current**)

President's/Advisor's name _____

Your personal, active e-mail address and phone number _____

Your signature _____

Please return this form to the Eastern Michigan University Office of Web Communications, 18 Welch Hall (734.487.5376). Questions? e-mail webcomm@emich.edu