Lamar University
IT Support Services

Agreement to host content on University web servers
Requirements for content posted to University web servers are outlined below. A server may not be connected to the Lamar University network, nor content be hosted unless it complies with the following:

* Personally identifiable information (PII) should not be stored on a server
  PII can be defined as: Social security numbers or taxpayer ID
  Credit card, debit card, or bank account number
  Financial/salary data
  Driver’s license number
  Date of birth
  Medical or health information protected under HIPAA
  Student records protected under FERPA
  Access codes, security codes, or passwords that would permit access to an individual’s PII

* Any web content should be reviewed by designated University resources

In addition to the general guidelines set forth in this agreement, policies and procedures may be affected by a number of other legal requirements and ethical principles. While it is not possible to list all potentially applicable laws and regulations, the following are likely to have implications.

Texas Administrative Code, Title 1, Part 10, Chapter 202
Lamar University Web Policies

Please provide the URL of the site requested: ____________________________

I agree to the policies and procedures above.

Requestor Name: __________________________________________
(Content Webmaster/Owner) (Please Print) Ext.

Date: ____________________________

Dean/Department Head Signature: ___________________________________

Date: ____________________________

Forms should be submitted to the IT Service Desk by:
  - Datacenter Service Window, Cherry Engineering Bldg
  - Intercampus Mail, Box 10004
  - Fax to IT Service Desk, 880-7614