Web Hosting Agreement

The following agreement defines the web hosting support provided by MSI. This document outlines the responsibilities of the PI and other research group members as well as those of MSI. This document also outlines the types of services provided. If you have web hosting or research needs that are not met by the services described below, feel free to contact help@msi.umn.edu with the specific problem you are trying to solve. If you intend to host any protected health information covered by HIPAA, stop here. MSI does not provide any support of the HIPAA standards. Please contact ctsi@umn.edu for information about services for data that includes PHI.

MSI provides web hosting services for groups to publish work done at MSI, to prototype applications that will eventually involve high-performance resources, and to enable unique integration with existing high-performance resources. In general, web hosting services requires that the PI recovers the costs to develop and maintain the website or web application. Examples of appropriate projects include:

- A webpage using Python that allows users worldwide to search a database of results from calculations performed at MSI
- A Grails application for use within a research group to share results from calculations performed at MSI
- A Java servlet to graphically display progress of a simulation running on an MSI HPC resource

Examples of inappropriate sites for MSI web hosting:

- A webpage with general group information
- A webpage for personal content
- A web application for group project management
- An e-commerce site

Under some circumstances, MSI will manage websites or web applications hosted on MSI or OIT hardware free of charge. These sites should not be used in a production capacity, and they will be disabled indefinitely in the event of a security problem.

Please read the agreement, fill out the last page, sign it, and return to:
599 Walter Library
117 Pleasant St. SE
Minneapolis MN 55455

Or fax to: 612-624-8861
Or send a scanned copy of the signed agreement to: help@msi.umn.edu
1. Definitions.

1.1 "PI" means the MSI Primary Investigator associated with the website or database. The PI is the authorized representative accepting this agreement. The PI must renew the affiliation with MSI annually or the site may be discontinued as of the 1st day of January after a fall-deadline non-renewal.

1.2 "Content" means all text, pictures, sound, graphics, video, links, and other data stored by PI on MSI computers.

1.3 "Website" means static pages and web applications that present the Content stored by PI on MSI computers.

1.4 "User" means people who interact with a PI's Website.

1.5 "User Content" means all text, pictures, sound, graphics, video, links, and other data stored by Users on MSI computers.

1.6 "Confidential Information" means information that the PI takes reasonable steps to maintain in confidence and identifies in writing to MSI as confidential.

1.7 “PHI” means Protected Health Information that is subject to all the laws and regulations established by the Health Insurance Portability and Accountability Act. (HIPAA)

1.8 “Authorized Maintainers” means the individual(s) designated by the PI that are allowed to modify the Website and Contents.

2. Description of Web Hosting Services.

2.1 - Hosting.

MSI will provide a shared or dedicated virtual machine an Internet address for storage and access to Content, User Content, and the Website. Additional resources can be requested in Exhibit A, The Website, Content, and User Content must be "server-ready." The PI and the Authorized Maintainers will not have access to restart or modify Apache or Tomcat. The PI and the Authorized Maintainers of the website have read permission to the Apache access and error logs. These are located under /var/logs/apache2 or else /project/www-logs/.
2.2 - Version Control and Website Backup.

MSI will provide SVN for version control of the PI’s website. PIs are strongly encouraged to make use of SVN or some other version control to track all changes to scripts and html content. SVN is intended as the primary mechanism to be used to restore accidentally deleted files, corrupted files, or previous versions of files for any reason. In the event the security of a website is compromised, previous versions of a website in SVN will expedite the return of the site to service.

MSI will backup the Website in a reasonable manner. However, MSI is not responsible for lost Content or lost User Content. Website backups will be stored by MSI for no longer than 90 days. MSI will provide, at PI's request, an electronic copy of the backup Website. Backups are intended for disaster recovery, not the restoration of individual files.

2.3 - Standards.

MSI web services will conform to the following:

2.3.1 - Availability of Website.

MSI will provide hosting services for the Website with a target of 95% availability. Most hardware and software problems that occur on web hosting hardware during off-hours will not be addressed until the next business day.

2.3.2 - Security.

MSI will take reasonable steps to prevent unauthorized access to the Website, Content, User Content, and Confidential Information stored on MSI server computers. In the event the Website has been security compromised, MSI will notify the PI and the Authorized Maintainers of a security breach. MSI may, at its discretion, terminate all access to the Website.

2.3.3 - Server/Network Computer Outages.

Downtimes will normally be scheduled to be in the morning of the first Wednesday of the month. MSI will employ best efforts in providing advance notice to PI of scheduled server computer/network outages. MSI will alert users to any significant non-scheduled outages by listing them on the MSI Status Page: https://www.msi.umn.edu/status
2.3.4 – Website Development Support.

By default, the PI is responsible for all code development and Content. MSI will provide development support to help PIs and Authorized Maintainers to create a secure Website when development staff is available. MSI developers assigned to these tasks should not be expected to meet project deadlines unless arrangements have been made for collaboration between the PI and the Director of MSI. For more information regarding long-term software development collaborations, please contact Benjamin Lynch. (blynch@umn.edu) MSI will maintain a website with general guidelines for developing a site on MSI hardware. [https://msi.umn.edu/webhosting](https://msi.umn.edu/webhosting). This website contains information to help create secure applications in the MSI hosting environment.

2.3.5 - Website Removal/Migration

When the Website is terminated at the end of the agreed project end date, or migrated by the PI, MSI will redirect URLs for up to 90 days.

2.3.6 - Disclaimers.

MSI provides no equipment, software, or communication connections to the PI. MSI makes no representations, warranties or assurances that the PI's equipment, software, and communication connections will be compatible with MSI hardware and services. MSI will not provide support to troubleshoot PI’s hardware.

3. Ownership of Content.

MSI will exercise no control whatsoever over the Content or the User Content except for what is noted in section 4. All Content and User Content stored by User on MSI server computers shall at all times remain the property of PI. The PI grants to MSI the license to the Content and User Content only to the extent necessary for MSI to host the Website.

4. Content Control.

4.1 – Protected Health Information
The PI will not place PHI in the Content on the Website. The PI will not allow Users to upload PHI in the User Content uploaded to the Website.
4.2 – Confidential Information
To assess security concerns, MSI personnel may view the Content and User Content of the Website. The PI can make a special request if (s)he does not want Content or User Content to be viewed by MSI staff. Because this will hamper the ability of MSI staff to assess a security problem, the Website will simply be disabled in the event of any suspicious activity.

4.3 - Lawful Purpose.
The PI will only use MSI hardware and services for lawful purposes and the PI will not store or provide any Content or User Content or link to any material that violates University Policy on web publishing: http://www.fpd.finop.umn.edu/groups/ppd/documents/Policy/Publishing_on_WWW.cfm

4.4 - Remedy for Violations.
Should MSI become aware that the PI has violated Part 4.3, MSI may, at its option, remove the read permission to Content or User Content in violation, or immediately terminate the Website. If hosting is terminated, MSI may, at its discretion, reinstate hosting upon showing that content in violation has been removed and steps have been taken to prevent future violations.
Exhibit A: Web Hosting Services Requested

Check all resources requested. A member of the user support staff will contact you to help complete the configuration of the **Website**.

- Static html hosting using Apache Web Server
- Django Application
- Grails Application
- MySQL Database
- Oracle Database
- SSL (signed certificate freely available for academic purposes through UMN)
- Dedicated virtual machine (explain the need for this in your project description)
- GBs of space required
- MBs of database space required

MSI username(s) of **Authorized Maintainer(s)**:

Project start and end dates: ____________

Project description and any special requirements (use additional pages if necessary):

________________________________________________________________________

Principal Investigator and Date

________________________________________________________________________

Printed name