

## 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](mailto: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](mailto: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](mailto: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>. 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](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):

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Principal Investigator and Date

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Printed name