

## 940 NON-PROFIT WEBSITE HOSTING POLICY

*Policy 940 was approved by the ISU Board of Trustees on February 27, 2004.*

- 940.1 Purpose.** Indiana State University has limited resources available to meet its computing and communication needs, and bandwidth and maintenance requirements for labor, software, and hardware increase with each website hosted. The purpose of this policy is to preserve these limited resources for support of the University's academic and administrative programs.
- 940.2 Applicability.** This policy applies to all faculty, staff, and students who use the Indiana State University network and systems. This policy is applicable to departmental servers as well as OIT servers.
- 940.3 Statement of Policy.** Indiana State University systems shall not be used to host a non-profit organization's website on a permanent basis, except in cases that meet the standards noted in the Permanent Hosting section below.
- 940.3.1 Temporary Hosting.** Temporary hosting is allowed in the course of developing and testing a website for a non-profit organization as part of an academic assignment. The non-profit organization must also release the University from any liability associated with the hosting before the site is placed on the server. A copy of the current form to be used for this agreement will be posted on the OIT website.
- 940.3.1.1 Time for Temporary Hosting.** Hosting will stop within 60 days of the website's completion. Completion is defined as the time at which ISU student involvement, as a requirement of the course, ceases.
- 940.3.1.2 End of Hosting Period.** At the end of the development and testing cycle, all ISU web servers are to be cleaned of any draft, test, or final components of the website. Components may include but are not limited to HTML files, graphics, video, sound files, scripts, forms, databases, etc. It is the responsibility of the developers to ensure this is done.
- 940.3.1.3 Long-term Hosting.** The permanent hosting of the website and all of its associated components shall be the sole responsibility of the non-profit organization. Long-term hosting issues must be defined and resolved before any ISU website development effort is complete.
- 940.3.2 Permanent Hosting.** Provided the site activity will not unduly impact services, permanent hosting may be granted for those non-profit organizations that have entered into a relationship with ISU that directly benefits the University or one of its programs. That such a relationship exists must be acknowledged by the Chief Information Officer (CIO) before the website hosting is established. Any site existing as of the date of approval of this policy must either verify such relationship through the process below or be removed within 60 days of the approval. Domain names that may indicate a commercial enterprise (e.g. ".com", ".biz") will not be approved.

**940.3.2.1 Process for Approval.** To obtain approval for permanent hosting, the sponsoring ISU department must submit the following to the CIO.

**940.3.2.1.1 Statement of Purpose.** Statement explaining how the site's use relates to and benefits the University. Include the name of the ISU employee that will serve as the official liaison to the organization.

**940.3.2.1.2 Technical Plan.** Technical plan for the website, including name, technical requirements, support requirements, anticipated traffic volume (hits per day, maximum hits in the peak hour, size of files being delivered), and security provisions. The site homepage must include acknowledgment of the University hosting.

**940.3.2.1.3 Content Plan.** Content plan for website, including domain name and general content.

**940.3.2.1.4 Web Hosting Agreement.** Signed ISU website hosting agreement. A copy of the current form to be used for this agreement will be posted on the OIT website.

**940.3.3 Employee Professional Development.** ISU faculty and staff should be permitted web space for professional development or personal purposes. This can include temporary not-for-profit development sites for organizations in which they have an affiliation. Such temporary sites will follow the guidelines in paragraph 3.A with the addition that hosting will be limited to no more than one year. Not-for-profit sites that are to be permanently hosted must be approved as specified in paragraph 3.B. Appropriate agreements must be executed in either case. When the employee leaves the University, all temporary and permanent pages must be deleted unless responsibility is transferred to another ISU employee. Requests for such transfer of responsibility will be submitted to the CIO for approval.

**940.4 No Exceptions.** There are no exceptions to this policy.

*Last revised February 1, 2011.*