

WEB HOSTING METHOD & SCOPE

By Kurt Heiss as Website Administrator

This document details the method I have used and will continue to use as Website Administrator for the websites and domains I have volunteered to administer. This is not a contract – instead it is an overview of how I maintain websites and what protections are in place for the owners of the websites I maintain. I have tried (and mostly failed!) to avoid too much legalese and sounding overbearing, but the main purpose of this document is to protect me and also the organizations for whom I maintain websites, should problems arise.

HOSTING ACCOUNT OWNERSHIP: I own and maintain a web hosting account with Aletia Hosting (a subsidiary of Jaguar Technologies LLC). The account provides server space, support, and a Class A Data Connection to the internet. This account's web server is in Houston, Texas. Currently, the websites I maintain (pursuant to this document) are being hosted by me, on my account, at my cost (divided evenly amongst the organizations for whom I maintain websites). I also host, free of charge, a website for the ACSM Student Chapter at SUNY Alfred, which includes a Surveying Alumni Forum/Portal and some Student/Alumni Picture Galleries. I own and pay for the hosting account, and am in turn reimbursed by the organizations that have websites on the account. This distinction is important and strengthens the hosting relationship as no one, single organization with a website on the server owns the account; instead all are equal paid users of space on the account. The current hosting costs are reasonable for the amount of server space, code support, and data access quantity (“bandwidth”) that is provided (extremely reasonable after splitting the costs). When the annual renewal for the account comes due (every spring), I pay the bill, then send copies to each organization so they may pay their share.

Currently the cost of hosting is divided evenly amongst the organizations since the server use and “bandwidth” drain are relatively even. At such time as the account needs to be upgraded (more space, more data access, additional features . . .) the cost of the upgrade will be assessed to the annual bill of the organization requiring the extra service, if possible, or divided evenly amongst the organizations. I expect that the hosting costs will rarely increase.

I reserve exclusive right to deal with the hosting company – if there are problems with a website, the organization should contact me and not the hosting company.

I reserve the right to take on new accounts of a similar nature to the ones I already maintain, for free or at cost as the situation requires; to host their content on the server; and to remove current accounts as necessary, with an appropriate re-division of the annual hosting costs amongst the new or remaining organizations.

DOMAIN NAME OWNERSHIP & MAINTENANCE: I do not own the domain names that I register for or maintain for the organizations – they are registered in the

actual name of the organization that owns them. I do act as technical and billing contact for the domains, and am willing to list myself as administrative contact, but typically list the current President of the organization as the administrative contact in the domain registration details.

I currently register and maintain domain names with Melbourne IT, an ICANN accredited domain name registrar in Australia. I use this registrar because they are one of the most secure registrars available with the most features, they do not use deceptive advertising techniques, sell their customers' information, or allow domain squatting (like most US registrars). Domain registrars are governed by international agreements and the physics of the internet itself, and thus doing business with a registrar in a "Western" nation outside of the US is as safe (or safer) as doing business with an American registrar.

I typically handle registrations and maintenance of domain names, but the individual organizations for whom I maintain pages are responsible for all the recurring costs of domain registration. I recommend longer term registrations (5 to 10 years) and will attempt to get the best price for domain name renewals as the domains approach expiration. I am also happy to advise organizations on registering additional domain names and top level suffixes (.com, .org . . .) as required. I will always confer with the individual organization as domain renewal approaches and pass on the bill for registration when the time comes.

CONTENT OWNERSHIP AND COPYRIGHTS: With few exceptions, the websites, code, databases, documents and pictures I create, revise and/or maintain remain the property of the organization for whom I am maintaining them. The exceptions to this are (1) personally designed images (and some pictures) and code I choose to allow to be used on the sites I maintain, but for which I choose to maintain copyright; (2) privately copyrighted or public domain graphics, code, or other files that are used on the sites by permission or with common consent or license; (3) code, graphics, or information that was derived from a service for which I pay, and (4) member posts submitted to a site's web forum (see each specific forum's rules pages for more information). For the most part, all content posted to a website and available on the internet is protected by copyright, and I consider all content posted on the sites I maintain to be copyrighted in the name of the organization that owns the site (with the few exceptions detailed above), and I am able to copyright things in the name of the organization as I am acting for the organization when the things are posted – and I have defended this copyright in the past for organizations whose sites I maintain. However, I do not typically register the copyrights with the federal government as it is too time consuming and costly for a dynamic medium like the internet, and this has not been a deterrent to defending site copyrights in the past.

Pictures will reflect the copyright in the "Alt Text" and the website itself will have copyright details spelled out in that site's disclaimer or web info page(s).

As administrator, I will attempt to avoid infringing others' copyrights, and will attempt to gain permission for anything used on the website (based on current laws and common courtesy), and I will remove anything contrary to this from the website if requested to do so by a legitimate claimant.

PAGE MAINTENANCE: My maintenance of an organization's website is strictly voluntary, for which I do not get paid. As detailed above, the costs I pass on are my true costs to maintain the pages (at cost). I believe in keeping websites active and frequently updated. I make every attempt to make as near real-time updates as possible to the websites I maintain. Obviously work, family, and other aspects of life will require that the websites sometimes take a temporary back-seat to other affairs. I will make my best effort to make critical updates to the websites in a timely manner. Non-critical, expanded-feature updates to the websites will be done at my leisure and in a timeframe I deem realistic (but I often get to them right away as well!). I will attempt to be fair in my allocation of my time amongst the organizations, with priority items taking precedence – an organization announcing a meeting one week away will take priority over an organization announcing a seminar in four months time, for example.

My Over-Riding Philosophy is this: “I will dedicate my time and resources to maintaining an organization’s website in direct proportion to the amount of support that organization gives me for the work I do” (in the form of regular information updates – keeping me informed - and using the pages – regular feedback is not necessary, but is appreciated). For organizations from which I receive dwindling or no support, I usually put their website in a maintenance free, informational-only stasis-mode until site support and use picks up again. As a volunteer, I make no guarantees as to my ability to successfully maintain an organization’s website or to the timeliness or accuracy of updates, however, as previously stated, I will, to the best of my ability, strive to maintain their website in a professional manner.

My web design philosophy is “Function over Form” – although I appreciate aesthetics and image and think I maintain professional looking websites. I strive for useful and timely content over “bells & whistles” and the latest internet fads. I am self taught in web design, and since 1996 when I first started creating websites, I have become skilled in the use of HTML (both raw code and software page design), and am functional with JAVA, CGI, PHP, and some of the other less known languages and tools out there. However, I feel the simpler the website the better – huge amounts of functionality are available even from a low-cost, low-“bandwidth” website, I am always open to new ideas and suggestions. I am also quite up-to-speed on internet security, and do everything in my power to maintain the security and operability of the websites I maintain. As such, I reserve the right to block access to, grant access to, test new functions for, and interact with other “webmasters” and designers in the name of the websites I maintain for all matters relating to the maintenance of the website.

For all issues regarding the profession and the organization itself, I will seek the advice of and defer to the consensus of the organization’s Board of Directors.

CONTINGENCY: All organizations currently paying for hosting on the server may request a site-specific FTP password which will allow full access to their website’s section of the server, from which all files may be backed up/downloaded, or uploaded/edited. I strongly suggest each organization designate someone in their ranks to receive and maintain a backup disk from me. This disk would contain copies of all passwords for access to the website and domain name, as well as copies of important files

(or maybe all files). The purpose of this disk would be to provide the organization with the ability to download and move their website should something untimely happen to me while I am administrator. The person designated to receive this disk should be a trusted, stable member of the organization, with some basic computer knowledge, who would essentially just store the disk in a safe place in case it was ever needed.

SEVERABILITY: I am willing to act as website administrator in the capacity described above for as long as I am able and capable, and for as long as my services are required. However, if at some time in the future my activities as website administrator were to cause me to incur conflicts or liabilities, or if my acting as webmaster were to cause conflicts or liability for the organization, I would simply resign from maintaining that organization's website. Also, the organization will reserve the right to remove me as their webmaster as they see fit. Finally, should issues or situations arise where one organization or one organization's website causes conflicts, problems, or liabilities for the other organizations hosted on the sever, I would decline to continue to host that one organization's website on the server (moving their website to another account or resigning as their website administrator as the situation dictates) in order to protect the other organizations.

At such time as my relationship with an organization is severed and/or I no longer act as their website administrator, or at such time as I am forced to remove an organization's pages from the server, I will, to the best of my ability, try to refund to the organization any outstanding, unused hosting costs (pro-rated by time since renewal of account) where possible. Also if the relationship is severed, I will provide a copy of the entire website and associated databases on CD-ROM (with the exception of code, images and documents that the organization does not own – see ownership and copyrights above), as well as copies of passwords and access information for the domain name registration. I will also provide copies of paperwork I have on file pertaining to the website, where applicable.

Should I decide to no longer act as the organization's website administrator, or the organization seeks to replace me, I would advise and work with the organization to find a suitable replacement website administrator or new host (as the situation dictates).

Also, if other persons are available to help with maintaining the website (like co-administrators) I am willing to work with those people and share the duties, or even to teach someone with little web design experience how to maintain the website so that they may some day take over some or all of the administration duties from me. However, I take pride in my work on the pages I maintain and would expect that any co-administrators or "apprentice"-administrators strive to maintain the website to the standard to which I do.

Special Information Relating to the Joseph E. Glickman Memorial Student Chapter of ACSM website and the Alfred Surveying Alumni Portal: I was President of the ACSM Student Chapter for almost two years, and I designed, built, and implemented,

and have maintained since 1997, the Student Chapter's Website. After my tenure as President, and later, after my graduation from Alfred, I was in close contact with successive Presidents of the Student Chapter, and with Chapter Faculty Advisor Arthur McLaughlin. After Art McLaughlin's retirement from Alfred State, Art asked me to step in and resume the role of ACSM Contact Member for the Student Chapter, and also to maintain the website as long as I was willing. However, since Art's retirement, I have had less and less contact with current Student Chapter members or their advisors.

It is my intention to maintain (and add to, if possible) the Student Chapter and Alumni picture galleries and the Surveying Alumni Forum/Portal, in perpetuity either at the Student Chapter domain name, or at another of my choosing. I retain all rights to my own pictures posted at the picture galleries, and I retain the right to maintain the Alumni Portal as I see fit, including appointing Administrators and Moderators. I will also maintain a Student Chapter Website Presence for as long as I can and am willing, even in the absence of current information on Student Chapter activities or members – however, I will scale back the scope and depth of the pages on the site based on how up-to-date my information is at the time.

Current Student Chapter officers and/or Members are encouraged to contact me with up-to-date information regarding Chapter activities, and also to discuss the future of the Student Chapter website.

END: As stated previously, I am always willing to implement new ideas, answer questions, and accept constructive criticism, and adapt to new situations or requirements. This document is just a basic plan and guideline and other arrangements between myself and an organization for whom I maintain a website may be in effect or may be entered into at any time.

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