

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 309.56.01	<b>Page</b> 1 of 6
	<b>Original Effective Date:</b> 03/01/18	<b>New Effective Date:</b> 03/01/18
	<b>Supersedes:</b> N/A	<b>Dated:</b> N/A
	<b>Administrator's Approval:</b> Jim Schwochert, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> <b>Inmate</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		

**POLICY**

The Division of Adult Institutions shall regulate inmate access to and use of technology consistent with DAI security policies.

**REFERENCES**

- DAI Policy 300.00.67 – Digital Formatted Legal Materials  
DAI Policy 309.20.03 – Inmate Personal Property and Clothing  
DAI Policy 309.15.01 – Institution Law Library  
DAI Policy 309.52.01 – Inmate Canteen  
DAI Policy 309.55.05 – Postsecondary Education Opportunities for Inmates

**DEFINITIONS, ACRONYMS, AND FORMS**

ADA– American with Disabilities Act

BTM – Bureau of Technology Management

DAI – Division of Adult Institutions

Data Storage Device – Instrument in various formats to facilitate transfer or storage of computer generated documents and media. Often a portable/removable device commonly known as a USB drive, flash drive, jump drive, thumb drive, USB key, USB stick, memory stick or USB portable hard drive. Other formats may include read only computer disks (CD, CD-ROM, DVD-ROM) and ‘floppy’ disks.

DOC – Department of Corrections

DOC-236D – Identification Property Access Record

DOC-2838 – Data Storage Device Activity Log

DOC-2839 – Inmate Access to OTIS Information Technology Resources User Agreement.

EdNet – Computers and devices connected to the Department of Corrections Education Network.

EILLS - Electronic Inmate Law Library System – the web-based legal research system customized for the Wisconsin DOC by a state contracted vendor.

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LEP – Limited English Proficiency

Offender Technology Infrastructure Services (OTIS) – Education services computer network providing a modern, secure and cohesive information environment.

Remote Area Community Hotspot for Education and Learning (RACHEL) – An offline device providing a repository for educational curriculum and management.

SPED – Special Education

## **PROCEDURE**

### **I. Technological Access and Approval**

- A. Priority access to classroom computing resources shall be provided to inmates who have been identified and screened with an educational program need.
- B. Accommodations required by ADA, LEP and SPED shall be implemented in accordance with Federal and State laws.
- C. Secure password administration of all inmate computer accounts shall be managed by BTM.
- D. Education Director/designee shall assign appropriate staff to facilitate password administration and management for staff and inmates.
- E. Education Director/designee shall be responsible for developing, approving and monitoring inmate access to and use of computers, systems, programs and installed hardware/software.
- F. Education Director/designee may reset student passwords.
- G. Assessment tools or other forms of evaluation used within WI DOC shall determine educational needs and eligibility for education programming at appropriate level.
- H. Computer access for school programs and employability skills shall be assigned by staff.
- I. Education Director/designee shall provide a DOC-2839 to ensure identified inmates are aware of all restrictions and limitations applied to computer access.
- J. Inmates shall be permitted to use EdNet and OTIS networked devices solely for education, legal and re-entry purposes.

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- K. All inmate computer account credentials shall be disabled when terminated from programming.
- L. All inmate logins and sharing activity in the OTIS environment shall be tracked and logged by BTM.

## **II. Technological Hardware Usage Procedure**

- A. Education programs shall permit eligible students and tutors to use equipment on the OTIS network.
- B. Personal or legal materials shall not be stored on the OTIS network.

## **III. Data Storage Devices**

- A. Inmates shall provide documentation to substantiate need for a data storage device.
  - 1. Access and possession are limited to needs for legal, educational or reentry purposes.
  - 2. Inmates requiring the use of data storage devices shall complete the DOC-2839.
  - 3. Inmates shall purchase a data storage device from a DOC approved vendor/canteen or facility Education Department
  - 4. Facilities where data storage devices are obtained through the Education Department shall develop a facility procedure for this process. Inmates shall reimburse the facility for the cost of the data storage device.
  - 5. Devices shall be labeled with the inmate's DOC number.
  - 6. Data storage devices and their content may be inspected by designated staff to prevent unauthorized activities.
  - 7. Inspection of data storage devices and their content shall be conducted with the inmate present.
  - 8. The inmate's assigned data storage devices shall be issued to him or her at the time of release.
- B. Inmates shall obtain their data storage device from the facility Education Director/designee.
  - 1. The inmate shall return the data storage device to staff upon completion of use.
  - 2. Data storage devices shall be secured by staff when not in use.
  - 3. The staff member shall log device activity on the DOC-2838.
- C. Possession of a data storage device outside of educational, legal or reentry purposes shall constitute contraband.

## **IV. Technological Training for Inmates**

- A. Inmates shall be provided with basic instruction on education applications required for the curriculum in which they are enrolled.
- B. Vendor-provided instructions shall be available for the EILLS.

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- C. Inmates may be allowed access to software manuals in a classroom setting when curriculum and/or instructional needs require such access.

#### **V. Inmate Computer Use**

- A. Authorized inmates may use computers on the OTIS platforms to participate in facility programs and learning activities.
- B. Inmate access to computers shall occur under staff supervision.
- C. Prohibited uses include, but are not limited to composing, displaying, printing, downloading or forwarding material that is defamatory, false, inaccurate, abusive, obscene or pornographic to include gaming and gambling applications.
- D. Printing shall be provided in accordance with facility procedure.
- E. Tampering with any computer hardware or software settings, cable connections or peripheral device is prohibited.
- F. Computer hardware or software problems shall be reported to staff for evaluation and repair.

#### **VI. Security Parameters**

- A. All computer activities are subject to audit.
- B. Inmate access to the internet shall be restricted, monitored and logged electronically.
- C. Inmates shall not transfer any data storage device or content to another inmate.
- D. Upon release or transfer, data storage devices shall be placed in inmate DOC 236D.
- E. Printing and storage of legal documents is restricted to an inmate's current or open cases.

#### **VII. Confidentiality of Educational Records**

DOC staff shall observe all state and federal requirements regarding the handling and sharing of confidential student education records.

#### **VIII. Online Education (Post-Secondary Education)**

- A. Inmates may enroll in approved education programs at their own expense. Programs must be accredited.

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B. The Department may co-sponsor education programs associated with apprenticeship or post-secondary online educational programs.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Jim Schwochert, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
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<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Technology		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES****DEFINITIONS, ACRONYMS, AND FORMS****FACILITY PROCEDURE**

I.

- A.
- B.
  - 1.
  - 2.
    - a.
    - b.
    - c.
  - 3.
- C.

II.

III.

**RESPONSIBILITY**

I. Staff

II. Inmate

III. Other