



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Cathy A. Jess

Name of Individual Certifying this Document / Proposed Document

Warden

Title


A handwritten signature in blue ink, reading "Cathy A. Jess", is written over a horizontal line.

Signature

4-16-2020

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
DOC-2910 (Rev. 12/2019)

 <div style="text-align: center;"> DIVISION OF ADULT INSTITUTIONS POLICY AND PROCEDURES </div>	DAI Policy #: 309.56.01	Page 1 of 8
	Original Effective Date: 03/01/18	New Effective Date: 03/01/18
	Supersedes: N/A	Dated: N/A
	Administrator's Approval: Jim Schwochert, Administrator	
	Required Posting or Restricted: <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted	
Chapter: 309 Resources for Inmates		
Subject: 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 PROCEDURE

Facility: Oshkosh Correctional Institution		
Original Effective Date: 3/1/18	Facility Procedure #: 309.56.01	Page 6 of 8
New Effective Date: 5/15/2020	Supersedes Number: N/A	Dated: N/A
Chapter: 309 Resources for Inmates		
Subject: Technology		
Will Implement: <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Cathy A. Jess, Warden 		

REFERENCES**DEFINITIONS, ACRONYMS, AND FORMS**DOC-184 – Disbursement RequestDOC-236 – Property InventoryDOC-237 – Property Receipt

Executable File – a type of digital file that is capable of being executed or run as a program in the computer.

OSCI – Oshkosh Correctional Institution**FACILITY PROCEDURE****I. Data Storage Devices**

- A. Inmates requesting to purchase a data storage device shall submit a DOC-184 to the Business Office. The cost for data storage devices will be posted in the Library and based on vendor availability and vendor pricing.
- B. The Business office will process and send completed DOC-184 to Property staff.
- C. Property staff shall:
 1. Engrave the data storage device with the inmate's DOC number.
 2. Provide the inmate with a copy of the DOC-237 and DOC-184
 3. Record data storage device on the DOC-236
 4. Send the data storage device to the library
- D. Data Storages Devices that transfer into OSCI as inmate property shall be sent to the Property Department.
 1. All data storage devices at OSCI are required to be engraved with the inmate's DOC number.
 2. Property staff will ensure that the data storage device is engraved per OSCI procedure; if it is not, Property will contact the inmate to determine if the inmate would like to bring the data storage device into compliance or request to have the data storage device sent out at their own expense.

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3. When the data storage device is in compliance with OSCI procedure, Property will send the data storage device to the library and notify the inmate that the data storage device has been moved to the library.
 4. The content of the data storage device shall be reviewed by a library staff member with the inmate present prior to providing the inmate access to the data storage device. Any questionable content will be referred to Security staff for review.
- E. Library staff will store the data storage device in an envelope labeled with the inmate's full name and DOC number. The envelopes will be stored in a secure location in the library.
- F. Inmates may only request use of their data storage device at the start of their library period and shall return their data storage device no less than five minutes prior to the end of their library period.
- G. If it is necessary to use the data storage device in an area other than the library, it shall be kept under staff control when not in use.
- H. Staff shall return any and all data storage devices to the library as soon as reasonably possible, the data storage devices must be returned before the library closes on the day they were checked out.
- I. Inmates may not possess or transport data storage devices outside of the library.
- J. Inmates shall not copy, create, or have on their data storage device any executable files, scripts, batch files or any form of computer code.
- K. No files shall be copied from a data storage device to the computer hard drive or to other data storage devices.
- L. Inmates shall not use or create any encryption feature (i.e. any code or password used to hide or prevent access to data or files. Or to pass messages, data or files to another inmate).
- M. OSCI is not responsible for maintenance, problems, malfunctions, or data loss to data storage devices.

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II. Inmate Access to Computers

- A. Library computers shall be available on a first come, first serve basis during normal unit library schedule.
- B. Inmates shall log on to the file server by using their assigned logon and password as necessary.
- C. Documents may be printed from the data storage devices by the Librarian or designee at a cost of \$0.15 per printed page.
- D. Personal use and legal work on classroom computers is prohibited.