

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 309.56.01	Page 1 of 9
	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.

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

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.

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- J. Inmates shall be permitted to use EdNet and OTIS networked devices solely for education, legal and re-entry purposes.
- 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

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- 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.
- 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.

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VIII. Online Education (Post-Secondary Education)

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

- 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

Facility: Columbia Correctional Institution		
Original Effective Date:	DAI Policy Number: 309.56.01	Page 6 of 9
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Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: <i>Larry Fuchs</i>		

REFERENCES

Wisconsin Administrative Code DOC 309.51(2)(a) – Funds for Legal Correspondence and Copying
CCI 900.816.09 – Library Pass-Detail

DEFINITIONS, ACRONYMS, AND FORMS

CCI – Columbia Correctional Institution

DOC-184 – Disbursement Request form

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

FACILITY PROCEDURE

- I. Data Storage Device
 - A. Inmates needing to purchase a data storage device will submit a DOC-184 to the Librarian/designee to make the purchase from CCI Education staff.
 - B. Each data storage device will be labeled with the inmate's name and DOC number by the Librarian/designee.
 - C. Data storage devices will remain secured and under staff control at all times.
 1. Purchased inmate data storage devices will be stored in a secured lock box within the CCI Library and under the control of the Librarian/designee.
 2. Inmates will check out data storage devices with their ID, and the ID will be returned upon return of the data storage device to the Librarian/designee.
 3. Unpurchased surplus data storage devices will be stored within a locked storage room in the CCI Library office area and under the control of the Librarian/designee.
 - D. CCI will not be responsible for data lost due to accidental error, or equipment failure.
 - E. In the event a data storage device is needed for use in an area other than the CCI Library, it will be kept under control by CCI staff when not in use by the inmate.
 1. The device will be secured in an approved, locked container by CCI staff.

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2. Inmates may not possess or transport data storage devices outside of the CCI Library.
 3. If the data storage device is needed in another location (classroom, computer lab, etc.), it will be passed directly from one CCI staff member to another.
 4. CCI staff removing the data storage device(s) from the CCI Library for any reason will return the devices as soon as practicable.
- F. The Librarian/designee will track the location of removed data storage devices using a chit system.
- G. All documents saved to an inmate's data storage device will include the inmate's DOC number in the file name.
- H. Inmates may not copy, create, or have any executable files on their data storage device.
- I. Inmates may not have another inmate's document(s) on their data storage device.
- J. No files may be copied from a data storage device to the computer hard drive, desktop, or to any other data storage devices.
- K. Inmates may not use or create any encryption feature on any library computer and/or software or data storage devices (e.g., any code or password used to prevent access to data or files, or to pass messages, data, or files to another inmate).
- L. Inmates transferring to CCI will have their data storage device forwarded to the CCI Library. It will be passed directly from one staff member to another.
- M. The Librarian/designee will be notified by the CCI Records Office of an inmate's release or transfer. The data storage device will be forwarded to the Property Department.
- N. Data storage devices will be secured in the inmate's DOC-236D prior to transfer. At no time during the transfer process will the inmate be in possession of the data storage device.
- II. Legal Use
- A. Inmates will be scheduled for library passes in accordance with DAI Policy 309.15.01 and CCI facility procedure.

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- B. Computers will be available on a first-come, first-served basis during library hours. Inmates working on legal cases with verified court deadlines may be given priority access.
 - C. Inmates will only work on legal cases when working in the law library. Personal use, education use, and reentry use on law library computers is prohibited.
 - D. Inmates will check out assigned data storage device from the Librarian/designee.
 - E. Data storage devices purchased with legal loan funds may only contain files pertinent to the inmate's approved legal loan(s). If/when the legal loan has been paid off, the inmate may use the data storage device for any approved legal, educational, or reentry purposes.
 - F. Documents may be printed from data storage devices by the Librarian/designee at a cost consistent with DOC 309.51(2)(a).
- III. Educational Use
- A. Inmates will only use education software/programs assigned to them by CCI staff members. The Education Director/designee may deny unnecessary requests.
 - B. Inmates enrolled in an approved correspondence course may be allowed to use computers based on availability.
 - C. Personal use of legal work on classroom computers is prohibited.
- IV. Re-Entry Use
- A. Inmates will only use reentry software/programs assigned to them by CCI staff members
 - B. Inmates may save employment documents (cover letter, resume, references, or thank you letter) on data storage devices.

RESPONSIBILITY

- I. Librarian
 - A. Review and approve/deny DOC-184 for data storage device purchases.
 - B. Label data storage devices with inmate name and DOC number.
 - C. Store purchased data storage devices in secured lock box within Library.
 - D. Store unpurchased data storage devices in locked storage room in Library Office.
 - E. Track location of removed data storage devices using chit system.

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- F. Print documents from data storage devices in accordance with DOC 309.51(2)(a).
 - G. Forward data storage device to Property upon notification of inmate release or transfer.
- II. Records Office Staff
Notify Librarian of scheduled releases and transfers.
- III. Property Staff
Secure data storage device in DOC-236D prior to transfer.
- IV. Inmate
- A. Submit DOC-184 to Librarian to purchase data storage device.
 - B. Check out data storage device from Librarian using ID.
 - C. May not possess or transport data storage device outside of the Library.
 - D. Save all documents with DOC number in the file name.
 - E. May not copy, create, or have any executable files on data storage device.
 - F. May not copy any files from data storage device to hard drive, desktop, or other data storage devices.
 - G. May not use or create encryption feature.