

 <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 12
	<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**

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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 checked="" type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b> Warden Dylon Radtke		

**REFERENCES**

DAI Policy 309.51.01 – Legal Loans

**DEFINITIONS, ACRONYMS, AND FORMS**

DOC-184 – Disbursement Request

DSD – Data Storage Device

GBCI – Green Bay Correctional Institution

DFLM – Digital Formatted Legal Material

**FACILITY PROCEDURE**

- I. Inmate Computer Access and Approval
  - A. Upon intake, the Education Director/designee shall review the education file for a signed DOC-2839.
    1. If there is no signed DOC-2839, the Education Director/designee shall meet with the inmate to review and sign before receiving any computer access at GBCI.
    2. If the inmate refuses to sign a DOC-2839, the Education Director/designee shall update electronic tracking document to ensure that inmate does not access any computer at GBCI.
    3. The Education Director/Designee will scan a signed copy of the DOC-2839 to the designated Group Folder using the following naming convention:
      - a. Inmate last name, inmate first name, inmate number.
  - B. Inmate access to computers and technology shall be determined by the appropriate supervisor:
    1. Electronic Inmate Law Library System – Education Director/designee
    2. Library Computers and Technology - Education Director/designee
    3. Classroom Computers and Technology – Education Director/designee
    4. Kitchen Area Computers – Food Service Administrators/designee
    5. Chapel Area Computers – Corrections Program Supervisor/designee
    6. DFLM Computers – Records Supervisor/designee

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- C. Personal use, tampering with, or damaging any computer hardware or software is prohibited.
  - D. Designated staff shall periodically review all computers accessible to inmates for security and policy compliance.
- II. Inmate Access to Data Storage Devices
- A. The GBCI Business Office shall purchase all inmate DSDs.
  - B. Inmates may request a DSD only if they have a need for legal, educational, and/or re-entry purposes.
    - 1. Legal – only legal related materials may be contained on a legal DSD.
    - 2. Education or Re-Entry – inmate must be enrolled in a DOC facilitated class requiring the use of a DSD. Correspondence courses will be reviewed on a case-by-case basis.
  - C. Inmates shall submit a DOC-184 to the Librarian/designee (legal DSD) or Education Director/designee (education or re-entry DSD) in accordance with DAI policy 309.20.03, and DOC-2839, unless already completed.
  - D. The Librarian/designee or Education Director/designee shall:
    - 1. Verify the inmate has signed a DOC-2839 prior to purchasing a DSD. If the inmate does not have a DOC-2839, have the inmate review and sign the form.
    - 2. Deny the purchase if the inmate refuses to sign a DOC-2839.
    - 3. Verify the inmate has adequate funds in their regular account or legal loan(s) to purchase DSD.
    - 4. Submit the approved DOC-184 to the Business Office for processing
    - 5. Label the DSD with the inmate's name and DOC number.
  - E. DSDs shall remain secured and under staff control at all times.
    - 1. Purchased inmate DSDs shall be stored in a secured lock box within the GBCI Library or Education Office, and under the control of the Librarian/designee or Education Director/designee.
    - 2. Unpurchased surplus DSDs shall be stored and locked up in the GBCI Library or Education Office.
    - 3. DSDs for inmates in RHU shall remain secured in the sergeant's office and under sergeant control at all times.
  - F. GBCI Property staff shall secure the DSD in the inmate's DOC-236D prior to release/transfer from GBCI, and at no time shall the inmate be in possession of any DSD during the transfer process.
  - G. Inmates shall not do any of the following:
    - 1. Copy, create, or have any executable files on any DSD.
    - 2. Have another inmate's document(s) on their DSD.

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3. Copy files from a DSD to the computer hard drive, computer desktop, or to other DSDs.
  4. Use or create any encryption feature on any approved computer and/or software or DSD (e.g., any code or password used to prevent access to data or files; or to pass messages, data, or file to another inmate.)
  5. Possess or transport any DSD outside of the GBCI Library or Education Office.
- H. GBCI is not responsible or liable for data lost due to accidental error, data breaches, equipment failure, damaged, or lost DSDs.
- III. Inmate Access to Library Computers and Technology
- A. Inmates shall be permitted access to EILLS and Legal Word Processing computers located in the Law Library and the Restrictive Housing Unit Law Library in accordance with DAI Policy 309.15.01.
  - B. Inmates shall be scheduled for library passes in accordance with DAI Policy 309.15.01.
  - C. Computers shall be available on a first come, first serve basis during library hours, however inmates working on legal cases with verified court deadlines may be given priority access.
  - D. Legal DSDs may be purchased only if they have a legal need. DSDs purchased with approved legal loan funds shall only contain files pertinent to the inmate's approved legal loan(s). If the legal loan has been paid off, the inmate may use the DSD for any approved legal, educational, or re-entry purposes.
  - E. The Librarian/designee shall track inmate's utilization of their DSD on the DOC-2838. When the inmate returns their DSD, staff shall return the DSD to the secure lock box in the Library.
  - F. Inmates shall only have their own legal DSD in their possession in the Library and may not leave the Library without checking in their DSD with the Librarian/Designee.
  - G. Documents on the DSD shall only be in the inmate's name and pertain only to that inmate's cases or legal issues, except as noted in the next entry below.
  - H. An inmate may copy, transfer, or create legal documents that contain information pertaining to another inmate or containing the names of other inmates on their DSD if this information is necessary for the specific case the inmate is working on (e.g., the other inmate may be identified as a witness or co-defendant for the case.) If staff have reason to question the necessity of



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this information in a legal document, the inmate shall provide a complete explanation, in writing to the Education Director, for review.

- I. Inmates shall submit written request to the Education Director or Librarian for approval to save other work to their DSD.
  - J. Inmates shall submit a DOC-184 to the Librarian/designee when requesting copies of documents.
- IV. Inmate Access to Classroom Computers and Technology
- A. GBCI staff may grant access to computers for completion of assigned tasks and assignments for inmates enrolled in a DOC facilitated class or approved correspondence courses (based on availability.)
    1. Education DSDs may be purchased by inmates only if their classes require the need for saving assignments and tasks.
    2. Education DSDs shall be stored in a secured lock box in the Education Office.
    3. When an inmate is enrolled in a class requiring the use of their education DSD, GBCI staff shall check out the inmate's DSD and the Education Director/designee shall track the activity on the DOC-2838.
    4. GBCI staff shall track inmate's utilization of their DSD on the DOC-2838. When the inmate turns in their DSD, staff shall return the DSD to the Education Office as soon as possible.
    5. Inmates can only have their own education DSD in their possession in the assigned classroom and may not leave their assigned classroom without checking in their DSD with the instructor.
  - B. Inmate shall log on to the file server by using their assigned logon and password.
  - C. Legal work on classroom computers is prohibited.
  - D. Staff may screen or access computer files any time, without prior notification.
  - E. Inmates may utilize SMART Board technology in the classroom where available, under staff observation.
  - F. Inmates may request electronic correspondence coursework be saved to their DSD. Instructors shall review the request for appropriateness and compliance with copyright restrictions.
  - G. Inmates shall submit a DOC-184 to their instructors when requesting copies of documents.

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- V. Inmate Access to Employment Documents
  - A. Inmates may access computers, when available, to create files for the purpose of completing employment documents (e.g., cover letter, resume, references or thank you letter) and save to their DSD.
  - B. Based on location of access (e.g., library or classroom), staff and inmates shall follow appropriate section of this facility procedure for accessing the inmate's DSD.
- VI. Inmate Access to Digital Formatted Legal Material Computers
  - A. Inmates shall be permitted access in accordance with DAI Policy 300.00.67.
- VII. Inmate Access to Computers for Work Assignments
  - A. Inmate Chapel, Library, and Food Service workers may be granted access to a stand-alone computer only to complete assigned tasks and duties.
  - B. Staff shall inspect all printed materials as inmates may not print documents without staff approval.
- VIII. Inmate Access to Computers to Review Video from The Department of Justice
  - A. Inmates shall be permitted to review video provided by the Department of Justice on a designated computer only.

**RESPONSIBILITY**

- I. Staff
  - A. Business Office
    - 1. Provide Education Department and Library with supply of DSDs.
    - 2. Process DOC-184.
  - B. Education Office
    - 1. Process DOC-2839
  - C. Librarian/designee and Education Director/designee
    - 1. Verify a signed DOC-2839 is on file prior to issuing a DSD.

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2. Receive completed DOC-184 from inmate to purchase a DSD, verify adequate funds are available in inmate's regular account or legal loan(s), and forward to Business Office for processing.
3. Assign and label DSD with inmate's name and DOC number.
4. Secure DSD in a secured box in library or education office.
5. Store unpurchased surplus DSDs and keep locked up in the library or education office.
6. Track the location of removed DSDs on the DOC-2838.
7. Forward DSDs to property staff when inmate's transfer or release.
8. Receive completed DOC-184 requesting copies, verify adequate funds in inmate's regular account or legal loan(s), inspect/print copies, and forward DOC-184 to Business Office for processing.
9. Review computers used by inmates for security and policy compliance.

**D. Instructors**

1. Coordinate with the Librarian/designee or Education Director/designee to remove an inmate's DSD.
2. Track the use of DSDs on the DOC-2838.
3. Return removed DSDs from the Library or Education Office as soon as possible.
4. Review computers used by inmates for security and policy compliance.

**E. Property Staff**

1. Forward the library or Education Office a DSD when inmate's transfer to GBCI.
2. Secure DSDs in the inmate DOC-236D.

**F. RHU Sergeant**

1. Secure DSD in sergeant's office.
2. Log use of DSD on DOC-2838.

**G. Designated Staff**

1. Review computers used by inmates for security and policy compliance.

**H. Litigation Coordinator**

1. Make video provided by the Department of Justice available for inmate viewing.
2. Retain and store video for the duration of the ongoing litigation.

**II. Inmate**

- A. Submit DOC-184 and DOC-2839, unless already completed, to the Librarian/designee or Education Director/designee to purchase DSD.
- B. Submit DOC-184 to request copies.

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- C. Inmates in RHU must send a request to the librarian to have DSD sent to RHU.
- D. When an inmate returns to general population from RHU he must contact the librarian to have the DSD returned to the library.
- E. Inmates in RHU must return DSD to the unit sergeant upon completion of use.

Warden's Approval:  \_\_\_\_\_ Date Signed: 4-26-21  
Dylon Radtke, Warden