



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.

Peggy Kaiser

Name of Individual Certifying this Document / Proposed Document

Deputy Warden

Title


Peggy Kaiser

Signature

4.16.20

Date Signed

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

 <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 6
	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 IMPLEMENTATION PROCEDURES

Facility: Prairie du Chien Correctional Institution		
Original Effective Date: 03/01/18	DAI Policy Number: 309.56.01	Page 6 of 6
New Effective Date: 05/15/20	Supersedes Number: 309.56.01	Dated: 07/27/18
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: Peggy Kaiser <i>Peggy Kaiser</i>		

DEFINITIONS, ACRONYMS, AND FORMS

PDCI – Prairie du Chien Correctional Institution

FACILITY PROCEDURE

- I. The OTIS Administrator at PDCI is the Computer Software Teacher.
- II. **Inmate Responsibility**
Inmates in need of a data storage device/USB drive for education, legal or re-entry purposes shall fill out a DOC-184 Disbursement Request and send to the OTIS Administrator at PDCI.
- III. **Staff Responsibility**
 - A. Upon receipt of a request for a data storage device/USB drive, the OTIS Administrator shall check the inmate's account for available funds and process accordingly.
 - B. The OTIS Administrator will label the data storage device/USB drive with the inmate's last name and DOC number.
 - C. The OTIS Administrator will maintain a log of USB drives to include: inmate name, DOC number, staff delivered to, date delivered and date sent to Property (upon release/transfer).