1.5.A.7 Inmate Use of Computers

Policy Index:

Date Signed:	***12/27/2018***
Distribution:	***Public***
Replaces Policy:	***N/A***
Supersedes Policy Dated:	***01/03/2018***
Affected Units:	***All Institutions***
Effective Date:	***01/02/2019***
Scheduled Revision Date:	***December 2019***
Revision Number:	***15***
Office of Primary Responsibility:	***DOC Administration***

II Policy:

Inmate access and use of computers will be regulated to prevent unauthorized activity.

III Definitions:

Intranet:
The BIT Intranet is an online network providing information on department policies and procedures, development services, standards and tools, electronic government and other internal resources within a department. The Intranet is an internal online information technology infrastructure throughout state government and is available to employees of state government.

Stand-Alone Computer:
A computer not tied into a State Local Area Network (LAN) system or the State's Wide Area Network (WAN). Cannot connect to the Intranet or a computer not tied into another island LAN.

Stand-Alone Local Area Network:
Computer workstations connected to each other but not connected to the State's Wide Area Network (WAN). Such configurations are sometimes referred to as an "island LAN".

Social Media:
Includes but is not limited to, print, broadcast, digital, and online services such as Facebook, LinkedIn, Myspace, YouTube, Plaxo, Twitter, among others.

IV Procedures:

1. Inmate Use and Access to Computers Within the Institution:

A. An inmate's institutional work supervisor, education staff, Private Sector Prison Industry (PSPI) supervisor(s) or other staff as assigned, shall be responsible for monitoring, approving and supervising inmate use, access and viewing of computers, systems, programs and installed hardware/software.

1. Unless otherwise approved, inmates are only authorized to use, access or view stand-alone computers or an island LAN utilizing hardware and software approved and provided by authorized DOC staff.

2. All computer hardware and software components utilized by inmates (including any type of removable data storage device), must remain at the inmate's assigned work station or the assigned computer area and must be regularly and consistently accounted for by the inmate's work supervisor, PSPI supervisor, education staff or other authorized staff.

3. Inmates may only access work stations, systems and programs designated for inmate use.

4. Inmate use and access to computers, systems or programs within the institution may be withdrawn at any time without notice or reason.

5. Each DOC staff member authorized to use state owned computers capable of accessing the state Intranet in an area where inmates may gain access to the computer, is responsible for the security of the computer and data and for maintaining the confidentiality of their logon identification (User Id and password(s)). Staff will not willfully, recklessly or negligently divulge confidential information to inmates, or permit unauthorized access to the computer or data (See DOC policy 1.1.C.12 *Staff Use of State Computers*).

   a. Staff will immediately change their computer Log In ID's and password if they suspect the confidentiality of the Log In ID or password has been compromised.

   b. Staff assigned to state computers will ensure the computer LOCK device is enabled (by pressing <Window button> & <L>simultaneously on the keyboard) when the computer is not in use by the staff member or the staff member's workstation will be unattended, particularly when inmates are present in the area.

B. Inmates may not use, access, view or interact (directly or indirectly) with computers, systems, programs (includes internet and/or electronic media) for personal business or pleasure, e.g. writing personal letters, playing computer games, listening to music, accessing, viewing or interacting with email, instant messaging, social media or viewing unapproved internet sites.

   1. DOC libraries may provide computers for inmates to type and print legal materials/forms or for approved course work from accredited colleges. Computers will be configured to allow typing and printing of forms/documents and will prevent saving or storing any document or work on the computer. A fee may be assessed for copy paper.

C. Computers located in areas of the institution accessible to inmates will be marked with red tape on the monitor indicating the computer is a "Stand Alone" machine (not connected to the Intranet). Computers not marked with red tape are presumed to be connected to the Intranet.

D. Inmates are not allowed to repair or modify any state owned or leased computer equipment, hardware, software, system(s) or program(s), except in an authorized training program or when an exemption has been granted by the Bureau of Information and Technology (BIT), Warden or his/her designee.

   1. When BIT staff is working on a computer related problem, inmates may be required to vacate the area where BIT staff is working (state facilities).

2. In the event an inmate needs to show BIT staff the computer related problem, BIT staff will have the inmate log in and show them the problem. The inmate will then be required to vacate the area.

3. In the event inmates cannot be readily evacuated from the room, staff should make an appointment with BIT staff for a time when inmates will not be present.

E. Inmates employed by Pheasantland Prison Industry (PI) may be authorized to view approved internet sites by PI supervisors assigned to the area. Access to these sites will be for PI work related purposes only and the inmate(s) will be under the direct supervision of the supervisor or designated staff member.

F. Inmate supervisors will ensure inmates accessing computers are aware of all restrictions and limitations that apply regarding the use and access to computers, internet, program or system.

1. Inmates permitted to use computers may not engage in inappropriate, offensive or illegal activities, or violate institutional rules or the conditions set forth within this policy. Inmates should not expect privacy or confidentiality when using a computer or storing data to any file or removable storage device.

G. Inmates cannot possess a personal computer, word processor, removable data storage device (such as floppy disks, hard drive disks, USB flash drives/thumb drives, rewritable CD's, DVD's or memory sticks) or a typewriter with memory (See DOC policy 1.3.C.4 *Inmate Personal Property*).

H. Inmates with a communication disability may be provided access to computers, systems, programs and installed hardware or software to facilitate communication or receipt of written materials or information.

2. Community Service Inmate Access to Computers:

A. Community Service Program (CSP) inmates working for a State host agency may be allowed to use/access computers for authorized work purposes only. Access must be pre-approved by staff assigned to monitor/supervise the CSP inmate (See DOC policy 1.5.A.6 *Community Service Program*).

1. CSP inmates will not have direct or indirect access, viewing or interaction with networked computers, secure systems, or the internet/intranet unless arrangements are made with and authorized by BIT staff and the DOC (See Attachment 1).

2. Inmates using State host agency owned computers to access, view or interact with the LAN, WAN, secure systems or the internet or Intranet for authorized work purposes will be monitored by staff assigned to the area.

B. State computers used/accessed by CSP inmates should be audited at least quarterly by State host agency staff or BIT staff. Audits are the responsibility of the host agency.

3. Work Release Inmate Access to Computers:

A. Computer access by work release inmates is at the discretion of the employer. The DOC should be notified if a work release inmate will access computers as part of their assigned job duties (See Attachment 4, DOC Policy 1.5.A.5 *Work Release*).

1. Employers are responsible for deciding whether to implement additional computer security measures for work release inmates who have access to computers or use computers to perform their job duties.

2. A Work Release inmates' access to computers is limited to work related purposes.

3. Employers are responsible for conducting audits of computers used/accessed by Work Release inmates, as they deem necessary.

B. Inmates on work release job search status may be granted access to computers with internet applications for the purpose of viewing employment opportunities, completing job applications and/or job skill assessments. Department of Labor and Regulation staff may monitor the inmate's access to the internet as they deem appropriate/necessary.

4. Inmate Access to Sensitive Information:

A. Inmates will not have access to personal/confidential information concerning inmates or staff, or any sensitive data stored on a computer, system, program, or otherwise accessible through the computer, system or programs (See DOC policy 1.1.E.3 *Offender Access to DOC Records*). Sensitive data is defined as any information not available to the public or subject to open records disclosure.

B. Inmates will not be given direct or indirect access to staff passwords, administrative passwords, authorized codes (Log In ID) or system manuals intended for staff use only. (Shared User Ids do not allow BIT to assure accountability of each user accessing the computer systems and should be avoided).

C. Inmates are not permitted to have password protected screen savers or use a password to protect saved documents, forms or files. If a User ID or password is assigned to an inmate, staff shall maintain a current and comprehensive list of the User IDs and passwords assigned. Inmates may not share User Ids.

5. Audits of Computers Used by Inmates within an Institution:

A. All computers used by inmates will be audited at least quarterly by DOC staff or contract staff supervising the area (See Attachment 2). This includes computers at staff workstations from which inmates are allowed to access the internet (PI area).

1. If DOC staff or contract staff is not familiar with the computer system and/or is unable to conduct audits of the system/computer, staff will request assistance from BIT.

2. The purpose of the audit is to identify abuse and/or unauthorized access to data or systems within the computer by inmates.

B. Inmates are subject to disciplinary action for any unauthorized material saved to a computer they use (See DOC policy 1.3.C.2 *Inmate Discipline System*).

C. Audits will be logged, and the log will be turned into the respective Major or designated security staff at the end of each quarter.

D. Inmates found to have violated SDCL § 43-43B-1 (unlawful use of a computer system, software, or data) may be subject to disciplinary action and/or criminal prosecution.

V Related Directives:

SDCL § 43-43B-1.

DOC policy 1.1.C.12 -- *Staff Use of State Computers*
DOC policy 1.1.E.3 -- *Offender Access to DOC Records*
DOC policy 1.3.C.2 – *Inmate Discipline System*
DOC policy 1.3.C.4 – *Inmate Personal Property*
DOC policy 1.5.A.5 – *Work Release*
DOC policy 1.5.A.6 – *Community Service Program*

VI Revision Log:

December 2004: New policy.
May 2006: **Added** restrictions on inmate use of computers. **Noted** that the inmate's work supervisor is responsible for approving inmate use of computers. **Added** attachments 1 and 2.
January 2007: Minor style and format changes throughout the policy.
December 2008: **Revised** formatting of policy and attachments in accordance with DOC policy 1.1. A.2. **Replaced** Adult Units to Adult Institutions within Affected Units of Section I. **Added** ss (G of Authorized Inmate Use of Computers). **Revised** title of Attachment 1 to be consistent with policy, attachment and WAN.
December 2009: **Added** hyperlinks.
January 2011: **Added** Social Media definition. **Added** "monitoring" to Section 1 A. 1. **Added "**or other DOC policies or institutional OM's pertaining to inmate use of computers" to Section 1 A. 6. **Added** State host agency to Section 1 D. **Added** "state owned or leased" to Section 1 E. **Deleted** all of A. 2. in section 1 of Procedures. **Added** "social network e.g. Face book to A. 5. section 1 of Procedures **Added** A. 6 to section 1. **Deleted** "are not allowed internet access unless they are" from C. in same section. **Added** "may be allowed internet access for authorized work purposes" in Section 1 C. **Added** "employed" and "or supervisor" to Section 1 G. **Added** ss 1. and 2. to G. **Added** H. **Added** ss 1. - 3. to H. **Added** "state host agency" to A. in section 2.
March 2012: **Deleted** "An exception may be made for computers in a classroom setting used to teach LAN based applications" in definition of Stand-Alone Computer. **Deleted** "and documenting the approval" from Section 1 A. **Added** "approved by and" to Section 1 A. 1. **Added** "restrictions" and **Deleted** "and understand this policy before being given" and **Replaced** with "that apply to accessing a computer before granting the inmate" in Section 1 F. **Deleted** 1.-3. in Section 1 H.
January 2013: **Added** "codes or manuals intended for staff use only" to Section 2 B.
May 2013: **Added** "Within the Institution" to title of Section 1. **Added** "supervisor, education staff, PPSI supervisor or other authorized staff" and **Added** "access, viewing" and **Added** "and systems, programs and installed hardware/software" to Section 1 A. **Deleted** "noted in DOC policy" and **Replaced** with "viewed" and **Deleted** "contractual staff" in Section 1 A. 1.**Deleted** "site" and **Replaced** with "station" and **Added** "(including any type of removable data storage device" and **Added** "station shall be maintained and accounted for by the work supervisor, education staff or other authorized staff" in Section 1 A. 2. **Deleted** "who have been approved to access a computer" and **Replaced** with "may only access work stations, systems, programs designated for inmate use by work supervisors, education staff or other authorized staff" in Section 1 A. 4 **Deleted** 5. "Inmates must have the approval of their work supervisor, Warden or his/her designee to view or change any information in a database" in Section 1 A. **Renumbered** subsections that followed. **Added** "access, view or interact (directly or indirectly) with computers, systems the internet and or electronic media" and **Added** "pleasure" and **Added** "or access, view or interact with email, instant messaging, social media or viewing unapproved internet sites" in Section 1 B. **Added** "located in areas of the institution where inmates have access to computers" in Section 1 C. **Added** "Systems and/or hardware/software to Section 1 D. **Added** New E. and E. 1. and **Renumbered** F & G. that followed in Section 1. **Added** "any type of removable storage device (such as floppy disks, hard drive disks, USB flash drives/thumb drives, rewritable CD's or DVD's or memory sticks)" in Section 1 G. **Added** new section 2 and Section 3. **Renumbered**

sections that followed. **Added** "CSP" and **Deleted** "working for state host agencies" and **Deleted** "as part of the CSP" and **Added** "to access, use, view approved internet sites" in Section 2 A. **Added** "employee workstations" and **Added** "the DOC" to Section 2 A. 1 **Added** 2. to Section 2 A. **Added** B. to Section 2 Added 3 & 4 to Section 3 A. **Added** "Department of Labor and Regulation staff" and **Added** "DLR staff may monitor the inmate's access to the internet as they deem appropriate/necessary" to Section 3 B. **Added** 1. to Section 3 B. **Added** "Within an Institution" to Section 5 title. **Added** "This includes computers at staff workstations where an inmate may be allowed access to the internet for approved work-related purposes" in Section 5 A **Added** "within an institution" to Section 5 A. 1.
December 2013: **Added** definition of "Intranet". **Added** "in an area where inmates may gain access to the computer" and **Added** "for security of information on their assigned workstation" and **Added** "logon identification, User Id" in Section 1 A. 5. **Deleted** "are password protected and locked" and **Replaced** with "LOCK device is enabled" and **Added** "or the workstation is unattended" in Section 1 A. 5. b. **Added** 1. to Section 1 F. **Added** "Sensitive data is defined as any information not available to the public via the Freedom of Information Act" in Section 4 A. **Added** "If a User Id is assigned to an inmate(s), staff shall maintain a comprehensive list of all inmate User Ids. Inmates will not share User Ids" in Section 4 D. **Added** D. to Section 4.
December 2014: **Reviewed** with no changes.
December 2015: **Reviewed** with no changes.
December 2016: **Deleted** "legal work" from Section 1 B. **Added** 1. to Section 1 B. **Added** H. and H. 1. to Section 1.
December 2017: Minor structure and sentence revisions.
December 2018: **Reviewed** with no changes

Denny Kaemingk (original signature on file)	*12/27/2018*
Denny Kaemingk, Secretary of Corrections	Date

Attachment 1: Inmate Computer Access Request

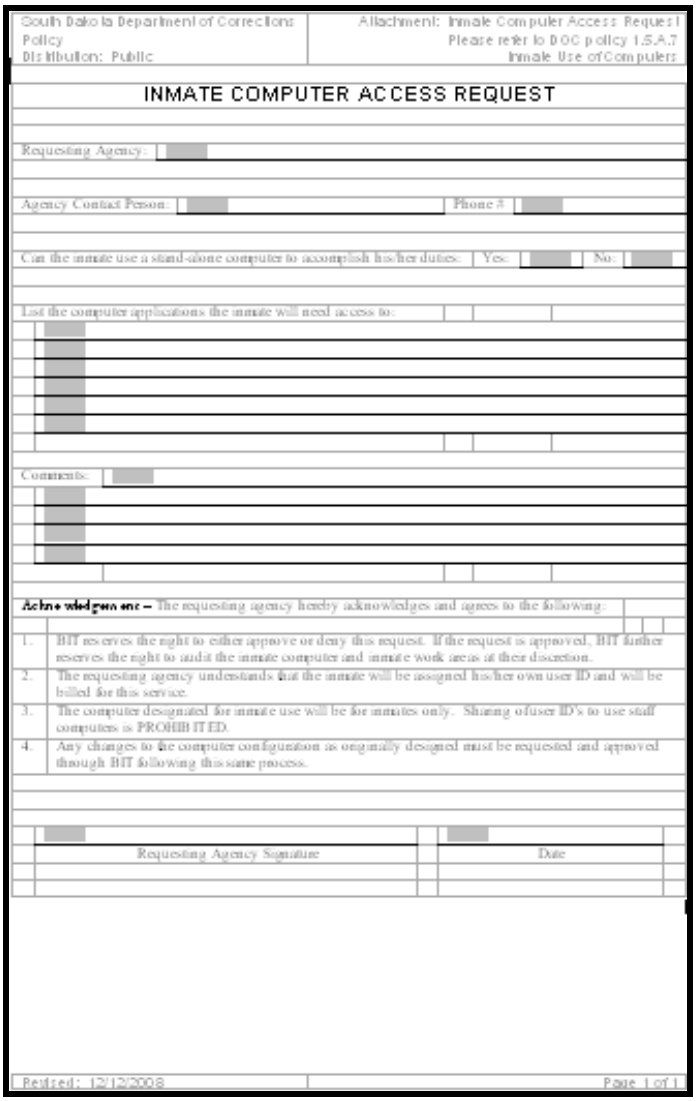
The ***Inmate Computer Access Request*** form is located on the state's WAN.

A copy may be printed using ***Microsoft Word 97*** as follows:

1. Click here to access the ***Inmate Computer Access Request*** by:
   a. Placing mouse on the word "here" above
   b. Press and hold the "Ctrl" key on the keyboard
   c. Click the left button of mouse.

2. Or Select ***File/New*** from the Menu Bar / Select the ***DOC*** tab / Select ***Inmate Computer Access Request.***

The gray areas indicate the information that is to be entered.



South Dakota Department of Corrections
Policy
Distribution: Public

Attachment: Inmate Computer Access Request
Please refer to DOC policy 1.5.A.7
Inmate Use of Computers

INMATE COMPUTER ACCESS REQUEST

Requesting Agency:

Agency Contact Person: Phone #

Can the inmate use a stand-alone computer to accomplish his/her duties: Yes: No:

List the computer applications the inmate will need access to:

Comments:

Acknowledgement – The requesting agency hereby acknowledges and agrees to the following:

1. BIT reserves the right to either approve or deny this request. If the request is approved, BIT further reserves the right to audit the inmate computer and inmate work areas at their discretion.
2. The requesting agency understands that the inmate will be assigned his/her own user ID and will be billed for this service.
3. The computer designated for inmate use will be for inmates only. Sharing of user ID's to use staff computers is PROHIBITED.
4. Any changes to the computer configuration as originally designed must be requested and approved through BIT following this same process.

Requesting Agency Signature Date

Revised: 12/12/2008 Page 1 of 1

Attachment 2: Computer Audit Report

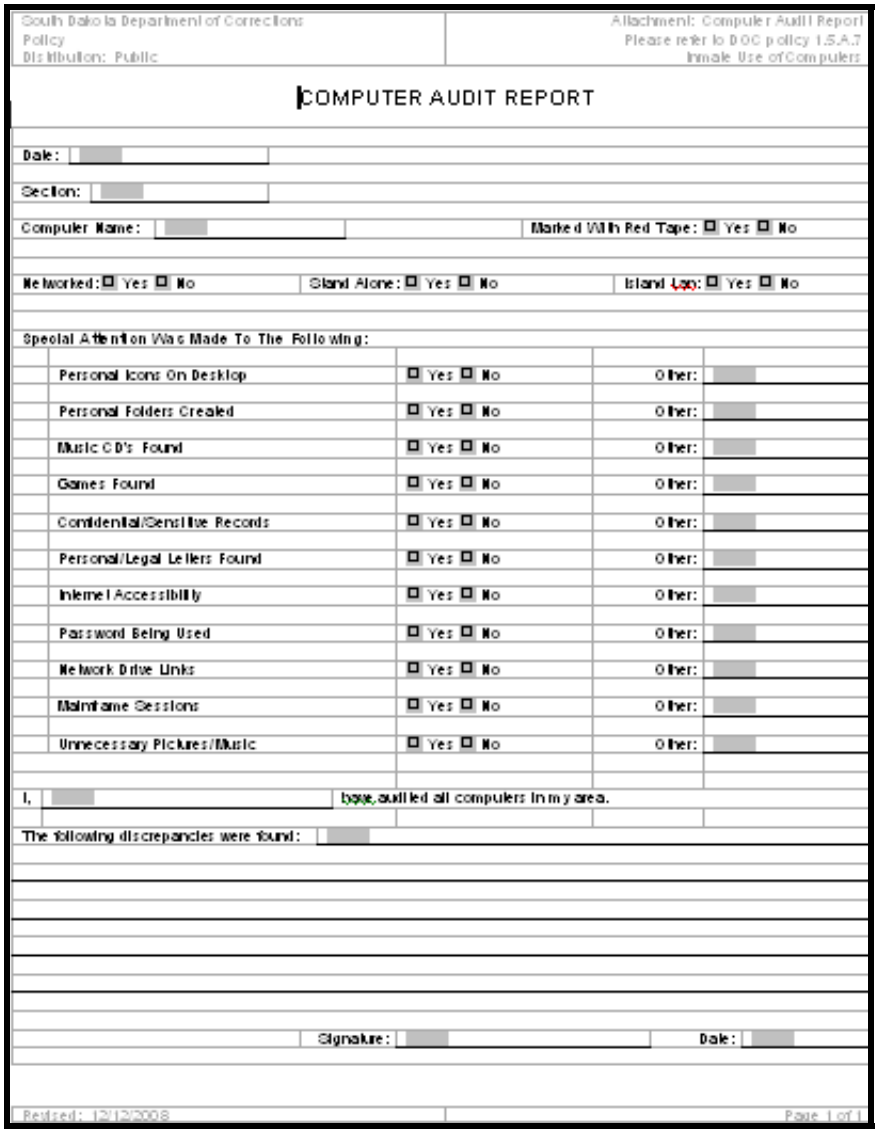
The ***Computer Audit Report*** form is located on the state's WAN.

A copy may be printed using ***Microsoft Word 97*** as follows:

1. Click here to access the ***Computer Audit Report*** by:
   a. Placing mouse on the word "here" above
   b. Press and hold the "Ctrl" key on the keyboard
   c. Click the left button of mouse.

2.. Or Select ***File/New*** from the Menu Bar / Select the ***DOC*** tab / Select ***Computer Audit Report.***

The gray areas indicate the information that is to be entered.



South Dakota Department of Corrections
Policy
Distribution: Public

Attachment: Computer Audit Report
Please refer to DOC policy 1.5.A.7
Inmate Use of Computers

COMPUTER AUDIT REPORT

Date:

Section:

Computer Name: Marked With Red Tape: ☐ Yes ☐ No

Networked: ☐ Yes ☐ No Stand Alone: ☐ Yes ☐ No Island Lap: ☐ Yes ☐ No

Special Attention Was Made To The Following:

Personal Icons On Desktop	☐ Yes ☐ No	Other:
Personal Folders Created	☐ Yes ☐ No	Other:
Music CD's Found	☐ Yes ☐ No	Other:
Games Found	☐ Yes ☐ No	Other:
Confidential/Sensitive Records	☐ Yes ☐ No	Other:
Personal/Legal Letters Found	☐ Yes ☐ No	Other:
Internet Accessibility	☐ Yes ☐ No	Other:
Password Being Used	☐ Yes ☐ No	Other:
Network Drive Links	☐ Yes ☐ No	Other:
Mainframe Sessions	☐ Yes ☐ No	Other:
Unnecessary Pictures/Music	☐ Yes ☐ No	Other:

I, have audited all computers in my area.

The following discrepancies were found:

Signature: Date:

Revised: 12/12/2008 Page 1 of 1