

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

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| SUBJECT: Inmate Access To Information Technology | PAGE <u> 1 </u> OF <u> 5 </u> |
| | NUMBER: 05-OIT-11 |
| RULE/CODE REFERENCE: AR 5120-9-49 | SUPERSEDES: 05-OIT-11 dated 08/11/14 |
| RELATED ACA STANDARDS: | EFFECTIVE DATE: August 31, 2016 |
| | APPROVED:  |

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish requirements for the access and use of information technology hardware and software by the inmate population.

III. APPLICABILITY

This policy applies to all Ohio Department of Rehabilitation (DRC) inmates, employees, contractors, volunteers, interns and other agents of the state.

IV. DEFINITIONS

Enterprise Inmate Network Work Group (EINWG) - A group comprised of DRC subject matter experts identified by DRC managing directors and co-chaired by the DRC chief information officer and OCSS superintendent, which is responsible for reviewing and approving all inmate network access requests. EINWG is responsible for establishing the framework and providing the guidance for appropriate access to systems for inmates in order to institute standards and instate accountability measures, and to maintain required security protocols.

Handheld Game Console - A portable, lightweight, electronic device with a built-in console, screen, controls and speakers in one unit with the primary function of outputting a video signal to display video game content. Handheld game consoles allow the user to carry and play video games at any time or place. Depending on its manufacturing date, a handheld game console may have wireless capability, portable computing media capability or the capability to stream a video signal between multiple game consoles. Handheld game console manufacturers include Nintendo, Sony Xperia, PlayStation Vita, Pandora GP, Nvidia Shield, GWC Zero and Razer Switchblade.

Hardware - The tangible, material parts of any information technology device or system including desktop computers, laptops, tablet personal computers, keyboards, speakers, printers, central processing

units (CPU), disk drives, tape drives, servers, switches, routers, cable, fiber, etc. DRC information technology hardware is subject to the requirements contained in DRC policy 22-BUS-08, Inventory Control of Property, Supplies and Other Assets.

Local Area Network (LAN) - A communication network that services several information technology device users within a small or confined geographic area.

Portable Computing Device - Any mobile electronic computer instrument or mechanism that allows a person to move from place to place and use or access information technology services, products and resources. Portable computing devices include air cards, laptops, tablet personal computers, smartphones and other similar handheld mobile electronic instruments or mechanisms.

Portable Computing Removal Components - Detachable equipment items, supply items or other electronic objects used in conjunction with a portable computing device, such as cameras.

Record - Any item that is kept by the DRC that: (1) is stored on a fixed medium, including an electronic or digital medium (2) is created, received or sent under the jurisdiction of the DRC and (3) documents the organization, functions, policies, decisions, procedures, operations, or other activities of the DRC.

Sensitive Data - Records, information or data considered private, confidential or non-public, as prescribed by law, administrative rule or other legally binding authority that are restricted to a limited number of authorized DRC users for specialized business purposes and available only to non-DRC entities pursuant to a formal request, review and approval process, such as a memorandum of understanding (MOU). Personal identification data, including an individual's last name, first name or first initial, in combination with any of the following data elements, shall always constitute sensitive data: social security number, driver's license number, state identification card number, financial account number, credit card number or debit card number. Sensitive data must be protected with a high level of security from unauthorized access, use, storage or release.

Software - The intangible computer programs, procedures, algorithms, related data and associated documentation stored in an information technology device or system, that could be licensed intellectual property or open source, whose purpose is to provide the instructions for the operation of a data processing program or system. Examples of software include middleware, programming software, system software and operating systems, testware, firmware, freeware, retail software, device drivers, programming tools and application software. DRC information technology software is subject to the requirements contained in DRC policy 22-BUS-08, Inventory Control of Property, Supplies and Other Assets.

Storage Media - Mobile removable readable or write-able computing data storage objects, such as CDs, CD-R discs, DVD's, flash memory cards, USB jump drives and diskettes.

System Assets - Computer hardware, software, networks, data and/or other services or resources that are necessary to support the information technology requirements of the DRC and, therefore, must be protected by the appropriate security requirements to ensure business continuity.

Video Game Console - A specialized information technology computing hardware device with the primary function of outputting a video signal to display video game content on a television or monitor. Components of a video game console include the hardware computing device, one or more handheld controllers, joysticks or pads, which connect to the hardware computing device, and game cartridges or cards that are inserted into the hardware computing device. Depending on its manufacturing date, a video

game console may have wireless capability, portable computing media capability or the capability to stream a video signal between multiple game consoles. Video game console manufacturers include PlayStation, Wii, XBox, GamePop, GameStick and GameCube.

Wide Area Network (WAN) - A communication network that services multiple information technology device users or interconnected information technology systems within a large geographic area.

Wireless - A technology that uses various electromagnetic spectrum frequencies, such as radio and infrared, to communicate services, such as data and voice, without relying on hardwired connections, such as cable and fiber optics.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) that inmate access to information technology hardware and software be limited to pro-social, treatment, educational, career technical, law library and industrial program purposes. Inmate access to information technology hardware, software and system assets capable of accessing inmate, employee, victim, security, operational or any other sensitive or confidential DRC information, data or records is strictly prohibited.

VI. PROCEDURES

A. Inmates are strictly prohibited from:

1. Specifying, designing, purchasing, installing, operating, maintaining or servicing any information technology hardware, software or system assets that are used in the administrative operations of the DRC (i.e., count sheets, pass lists, bed rosters, any confidential or sensitive data, any security related information, etc.).
2. Receiving or possessing any technical documentation, in any format, that describes the handling, functionality and/or architecture of information technology hardware, software or system assets pertaining to the administrative operations of the DRC.
3. Receiving or possessing any technical documentation, in any format, that provides information or instructions on exploiting weaknesses in a computer system or network.
4. Receiving, possessing or using any hardware or software NOT specifically designated for pro-social, treatment, educational, career technical, law library or industrial program purposes approved by the managing officer.
5. Accessing any hardware, software or system assets that are part of a LAN or WAN system used in the administrative operations of the DRC or to access the internet or DRC intranet.
6. Assigning any passwords to any DRC hardware, software or files maintained on any LAN or WAN system.
7. Accessing any DRC online data systems such as the Departmental Offender Tracking System (DOTS), OnBase, OAKS, FAMS, OPI Payroll and Syteline.

8. Accessing any software used in the administrative operations of the DRC that resides on any hardware.
 9. Receiving, possessing or accessing any hardware, including portable computing devices and their removal components, used to connect to any DRC online data system or to other software.
 10. Receiving, possessing or using any storage media, which is contraband, used in the administrative operations of the DRC.
 11. Receiving, possessing or using any storage media, which is contraband, outside of the specific areas designated by the managing officer/designee.
 12. Accessing any wireless network used in the administrative operations of the DRC or any wireless network used by individuals, organizations or other entities outside of the DRC.
 13. Using any personal hardware or its associated software, including handheld game consoles, video game consoles or other electronic devices, to access, use, store or transmit data, records or other information that is used in the administrative operations of the DRC or that could otherwise compromise, in any manner, anyone's safety and security.
 14. Sharing any hardware or software passwords issued to them by their supervisor with others.
- B. Inmates are permitted to:
1. Access and use standalone hardware and software to perform non-administrative functions (i.e., desktop publishing, simple word processing, data entry into databases and spreadsheets, etc.) under the supervision of staff and pursuant to the approval of the managing officer/designee.
 2. Access and use standalone hardware and software and access LAN and WAN systems NOT connected to the DRC's network specifically designated for pro-social, treatment, educational, career technical, law library or industrial program purposes under the supervision of staff and pursuant to the approval of the managing officer/designee.
 3. Access and use storage media in the specific areas designated by the managing officer/designee. In said areas the use of the storage media shall be strictly controlled by the appropriate supervision and the use shall be documented by the appropriate supervisor on via the Sign-Out/Sign-In Log (DRC1750). The log shall be reviewed at regular intervals by the managing officer/designee.
 4. Use passwords to access and use the aforementioned designated standalone hardware and software, LAN and WAN systems and storage media so long as the passwords are issued by the appropriate supervisor and are documented in a written log maintained by the appropriate supervisor. The written log shall be reviewed at regular intervals by the managing officer/designee.
 5. Access inoperable DRC system assets that are being decommissioned, salvaged, repurposed or physically moved from one location to another so long as the access is supervised by a staff member assigned by the managing officer/designee.

C. Process for Inmate Technology Use Approval

All proposed requests for inmate technology shall be reviewed by EINWG to ensure all inmate accessible devices and/or systems are researched, approved as secure, documented and, when implemented, shall be monitored and supervised. EINWG proposals shall be submitted by a managing officer/designee and shall be processed as follows:

1. The requestor shall complete pages one and two of the EINWG It Project Proposal form (DRC1261E) and submit the completed form with any supporting documentation to the EINWG co-chairs.
2. The EINWG co-chairs shall present the proposal for review and assessment to the EINWG. If additional information is needed to properly assess the proposal, the EINWG shall return the form to the requestor for revision.
3. Upon receipt of a completed EINWG It Project Proposal form (DRC1261E), the EINWG shall review and assess the proposal and recommend the appropriate course of action, which could include disapproving the proposal or approving the proposal:
 - a. If the proposal is disapproved, the EINWG shall provide the requestor with the justification for the disapproval.
 - b. If the proposal is approved, the EINWG shall advise the requestor and provide specific requirements and instructions to the requestor for implementing the proposal.
4. The EINWG shall maintain a written record of all proposal requests, associated documents and decisions.

D. Offender Technology Violations

All violations of this policy shall be reported pursuant to the requirements of DRC policy 01-COM-08, Incident Reporting and Notification.

Related Department Forms:

EINWG IT Project Proposal Form
Storage Media Assignment Sheet

DRC1261E
DRC1750