

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Functional Area: Facility Operations /Education	Reference Number: IIA05-0005 (204.07)	Revises Previous Effective Date: 01/01/05
Subject: Inmate Use of Computers		
Authority: Bryson/Jacobs	Effective Date: 04/21/15	Page 1 of 6

I. POLICY:

It is the policy of the Georgia Department of Corrections (hereafter referred to as GDC) to limit inmate access to Electronic Equipment in order to ensure the integrity of departmental management, security, and operational information and to prohibit inappropriate use and access consistent with State and Federal law.

II. APPLICABILITY:

All Georgia Department of Corrections employees, inmates, contractors, and individuals who use computer equipment or systems within State Prisons, Boot Camps, Probation Detention Centers, Transitional Centers, and Private Prisons.

III. RELATED DIRECTIVES:

- A. O.C.G.A.: 16-9-90 to 16-9-94, 16-1137.1 20-2-200, and 42-5-57.
- B. GDC Rules: 125-4-2-.01, 125-4-2-.04, 125-4-2-.02.
- C. GDC SOPS: ID01-0001, IN01-0004, IN01-0005, IIB02-0001, IIB12-0004, VC01-0012, VC01-0010, VC01-0001, IVO05-0001, IVO05-0002, IVO05-0004, and IVO14-0001.
- D. ACA Standards: 3-4410, 3-4421, 3-4417, 3-4413, 3-4415, 3-4422.

IV. DEFINITIONS:

- A. Internet: The Internet is a collection of worldwide computer networks that allow computers anywhere in the world to connect to other computers. The Internet is an unsecured system with little or no security controls.

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- B. Local Area Network (LAN): Computer linked together physically or electronically at a facility to enable users to share a wide variety of hardware devices, software programs, and data files. A LAN is typically set up to cover a small geographic area.
- C. Stand-Alone Computer: Any computer that is not connected to a LAN, WAN, or other computer physically or logically.
- D. Electronic Mail (E-Mail): A process whereby a message is composed by a person and "mailed" electronically to another person over a computer network.
- E. CD-ROM: Compact Disk-Read Only Memory. High capacity information storage media used with a computer to read information or programs. Usually a flat circular plastic platter on which information, programs, or music have been recorded optically.
- F. Education/Vocational Computers: Computers that have been specifically approved and designated for use by inmates within educational and vocational programs.
- G. External Computer Storage Media: Magnetic, optical, or other media used with a computer device to record and store computer based information external to the computer device. Examples of external computer storage media include 3.5" and 5.25" diskettes, magnetic tape cartridges, CD-ROM disk, and removable hard disk.
- H. Modem: A device that transmits computer data over a phone line to other automation equipment.
- I. Electronic Equipment: Includes computer hardware and software, mainframe computers, file servers, microcomputers, monitors, modems, fax machines, printers, typewriters with memory, storage media, terminals, Laptops, workstations, etc, that are used with or any devices capable of transferring data.
- J. Network Adapter: A device installed in or connected to a computer that facilitates the physical or electronic connection of that computer to a communications network.

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- K. Education LAN: A LAN designed to support the Department's educational or vocational programs for inmates. It includes on-line testing of inmates and provides on-line instruction.
- L. Electronic Data: Data stored electronically by a computer or data that is accessible by a computer.
- M. Wide Area Network (WAN): A networking system that covers a large geographic area and includes any computing device that may be permanently or temporarily integrated into a LAN.
- N. Peripheral: Hardware that is attached both externally or internally to a computer and driven by computer software. Examples are: Modems, printers, tape backup, mouse, etc..
- O. Office of Information Technology: (OIT) The Department of Correction's technology (computer) office.

V. ATTACHMENTS:

NONE.

VI. PROCEDURE:

A. Inmate Access:

Inmate Computer Access Permitted:

1. For educational purposes, inmates, while being supervised in the inmate classrooms, school libraries, inmate library, Correctional Industries, and computer lab settings provided that access is restricted to other computers installed within a single educational area of a facility which are Not connected to any computer network outside the educational area or to any telephone line. These computers must NOT store information concerning facility security and/or operations provided that the computer:
 - a. Is not connected to any telecommunications network, phone lines, or WAN.

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b. Is not used, and does not have the capability, to transfer information or programs to other computers.

c. All printing/printers are controlled by staff.

B. Inmate Computer Access NOT Permitted:

1. Inmates are NOT to be involved in specifications, designing, purchase, or installation of any computer/network equipment or software.
2. Inmates are NOT to have access to modems, phone lines, file servers, or any computer equipment that can be use to access any computer network system.
3. Inmates are NOT at anytime to use passwords, install passwords or initiate passwords on computers, computer systems, computer disk, or computer files.
4. Inmates are NOT to have access to communication network components including LAN hubs, routers, network adapters, peripherals, and Internet or Intranet cabling components which are connected to a functional cabling system. Inmate involvement in the installation of new network cables must be restricted to the conduit installation and cable pulling tasks; under direct supervision of GDC staff.
5. Inmates are NOT to Enter or Maintain data that is used for the operations of the facility including but not limited too: inmate call-outs, appointments, work schedules, inmate grades, diplomas, or course completions certifications, property records, and tool inventories, key inventories or facility business office information (i.e. receipts, requisitions, etc.).
6. Inmates are NOT to access, handle, process, transport, or use storage media except in an educational or vocational program.

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7. Inmates are NOT to have any computer disk, computer media, network adapters, peripherals, or computer equipment in their personal possession or as personal property. These items are to be considered contraband and are not permitted for possession or receipt by an inmate. All External Computer Storage Media used by inmates for educational or vocational classes are to be kept in the educational or vocational area under staff control and supervision AT ALL TIMES.
 - a. A formal written system of accountability must be established for External Computer Storage Media used by the inmates. These items shall remain within the physical confines of the specific educational or vocational program area. Inmates shall be required to check out the items each day/class and to turn all storage media after each use or the end of class to the appropriate staff.
 - b. Master program disk/CDS and extra blank disk/CDS are to be kept in a locked cabinet or storage devise. Master copies of program disk will not be issued to inmate students. However, working authorized copies of educational program disk (software) may be utilized by inmates in an educational setting under the direct supervision of the teacher. Any missing disks shall be reported immediately and investigation regarding an incident of this type will be immediately initiated. Inmates involved will receive appropriate disciplinary sanction and will be removed from the program.
8. Inmates are NOT to have ANY software or any computers that have software that provides phone numbers, address, or maps.
9. Inmates are NOT to perform information or software back-up routines on ANY computer or computer network system.

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10. Inmates are NOT to have access or use scanners or CD read/write units.

C. Responsibilities of Staff

1. Facility Managers are responsible for ensuring this policy is adhered to at each facility.
2. The Operations Analyst (OA) or person filling the role of OA is responsible for the following:
 - a. Assisting staff in determining if equipment or information has been misused or damaged by inmates. OIT can be called to help in this process.
 - b. Conducting random, unannounced audits (quarterly) on computers used by inmates to ensure policy compliance. A written report of these audits are to be forwarded to the Warden or Superintendent of the Facility.
3. The Education or Vocational instructor over an area that has inmates using computer equipment are responsible for total compliance with this SOP.
4. All staff are responsible for the supervision and monitoring of inmate computer access within their area and contacting the appropriate local authority when there a possible violation of this SOP by inmates or staff. Staff will be held accountable for any incidents of inappropriate use of computer equipment within their designated area of responsibility. Progressive discipline, up to and including termination of employment, may result regarding any inappropriate use of computer equipment.