

Microcomputer Access Policies for Staff supervising Inmates with Computer Access within the Skills Centers.

1. When students are using lab computers, you are there to supervise their use. When the supervisor leaves the room, inmates can and will use the computers for their own personal gain. Legal work, personal letters, games and programming (yes, we have students with that ability) will happen. It's not a question of "if" it is just a question of "when."
2. When tutors/clerks are using computers to do CareerTech business, the supervisor should, on a scheduled basis, set down at the computer and browse through it to see that no un-authorized use is happening. Tutors/clerks should possess no diskettes or CD-Roms except when they are storing information on them and they should be kept secure in the supervisor's locked desk drawer or filing cabinet when not being used.
3. Students should NEVER possess diskettes or CD-Roms except under the direct supervision of the supervisor and the diskette or CD-Rom should be secured immediately after use by the supervisor in the same manner as the tutors/clerks.
4. Any student/tutor/clerk found in possession of diskettes or CD-Roms, not in the immediate area of the computer that it should be used in, is carrying contraband and it should be confiscated immediately. Exceptions only in instances where a staff member has sent a diskette or CD-Rom via a student/tutor/clerk to another staff member, and then they should be carrying a pass or other documentation indicating that they have that staff member's permission to transport the media.
5. Supervisors of labs should, on a routine basis, inspect all of the computers in the lab for un-authorized activity, un-authorized software, games and personal documents and remove them from the computers. With labs that have un-restricted (non-internet connected, non-restricted access) computers, these things will happen and should be contained and removed.
6. Supervisors that find un-authorized programs, usage, games, etc. on a tutor/clerk's computer should dismiss that tutor/clerk from the job, or restrict the tutor/clerk from using any computer within their control.
7. Supervisors of labs that catch a student in an un-authorized or forbidden act (legal work, un-authorized personal correspondence, games, un-authorized programming, un-restricted internet access, etc.) should write-up that student for disobedience to a direct order and restrict that student from further access to the computers in the lab. If this is not done, you will not have control of the lab.

8. If the supervisor of the lab or clerk or tutor, does not have desire and the technical ability to at least recognize un-authorized use and have the ability to circumvent it, then the supervisor does not need to have computers available to their students/clerks/tutors. If a supervisor feels that is the case, please notify the Computer/Technology Manager and the computers will be removed from their areas.

The Department of Corrections allows us to have these labs with the understanding that they will be kept under control. It is a given that some inmates have the technical savvy to hide what they are doing and to be able to do unbelievable things with those abilities. There exists many inmates that have far more technical knowledge in certain areas then even your Technology Manager possesses. As long as we give it our best effort to inspect and contain and prevent, we will be allowed the luxury of the computers and labs. If we do not, we won't.

Ralph Perdue Jr.
Computer/Technology Manager
Oklahoma Department of Career and Technology Education
Skills Centers Division

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