

<b>State of Vermont</b> <b>Agency of Human Services</b> <b>Department of Corrections</b>	<b>Title:</b> Offender Access to Electronic Equipment		<b>Page 1 of 2</b>								
<b>Chapter:</b> <b>Administrative Services</b>	<b># 260</b>	<b>Supersedes: NEW</b>									
<b>Attachments, Forms &amp; Companion Documents:</b> All attachments, forms, and companion documents are available on the Department of Correction's website.											
<b>Local Procedure(s) Required:</b> No <b>Applicability:</b> All staff (including volunteers and contractors) <b>Security Level:</b> "B"- Anyone may have access to this document.											
<b>Approved:</b> <table style="width:100%; border:none;"> <tr> <td style="text-align:center; width:33%;"><u>SIGNED</u></td> <td style="text-align:center; width:33%;"><u>3/13/2018</u></td> <td style="text-align:center; width:33%;"><u>3/26/2018</u></td> <td></td> </tr> <tr> <td style="text-align:center;">Lisa M. Menard, Commissioner</td> <td style="text-align:center;">Date Signed</td> <td style="text-align:center;">Date Effective</td> <td></td> </tr> </table>				<u>SIGNED</u>	<u>3/13/2018</u>	<u>3/26/2018</u>		Lisa M. Menard, Commissioner	Date Signed	Date Effective	
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**PURPOSE**

The purpose of this policy is to establish guidelines for offenders under supervision of the Vermont Department of Corrections (DOC), regarding the use of state owned or leased computers and other electronic resources.

**PHILOSOPHY**

It is the philosophy of the DOC that offenders may benefit from access to technology, provided that the use of that technology is monitored and controlled. The DOC has integrated electronic equipment into various areas such as inmate employment, healthcare, education, and some facility operations.

**AUTHORITY**

28 V.S.A. § 601 (2); 28 V.S.A. § 751b (c); 28 V.S.A. § 851;

**REFERENCE**

[Agency of Digital Services \(ADS\) – Information Security Policies: Policies and Best Practices, August 4, 2017](#); [Agency of Administration \(AOA\) Bulletin 3.5 – Procurement and Contracting Procedures, Revision Date December 15, 2017](#); Community High School of Vermont 2018 Policy Manual, Section 3-F.

**POLICY**

DOC may authorize offenders to utilize electronic equipment and access specific portals and applications. Prior to any electronic equipment usage, offenders shall be made aware of, and agree to, all

rules and limitations imposed by DOC. DOC shall employ IT security measures to ensure offenders only have access to approved portals, programs, or webpages. Offenders found to be in violation of this policy, or attempting to violate this policy, shall face disciplinary action and may be denied access to electronic equipment in the future.

DOC staff shall ensure all existing Agency of Digital Services information security policies are followed, as well as Agency of Administration policies on procurement and contracting.