

# **State of Iowa Department of Corrections**

## **Policy and Procedures**

Policy Number: AD-IS-07

Applicability: Institutions, Central Office, IPI

Policy Code: Public Access

Iowa Code Reference: N/A

Chapter 3: ADMINISTRATION & MANAGEMENT

Sub Chapter: INFORMATION SYSTEM/RESEARCH

Related DOC Policies: N/A

Administrative Code Reference: N/A

Subject: INCARCERATED INDIVIDUAL EDUCATION TECHNOLOGY

PREA Standards: N/A

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Authority:

### **1. PURPOSE**

To provide guidelines on education services involving technology use by clients/incarcerated individuals.

### **2. POLICY**

The IDOC recognizes the need for technology to support education. The following are goals to establish this resource for all students enrolled in education programs.

#### **CONTENTS**

- A. Adult Education and Literacy Program
- B. Post-Secondary Education
- C. Apprenticeship
- D. Testing
- E. Internship

### **3. DEFINITIONS - as used in this document:**

- A. OffNet - Dedicated network(s) for use by clients/incarcerated individuals while housed at a Correctional Institution or Residential Facility.
- B. Lab - A dedicated set of computers setup in a designated location designated for a defined function.
- C. LMS - Learning Management System

### **4. PROCEDURES**

#### **A. Adult Education and Literacy Program**

1. Students will be provided IDOC approved technology, and access to services comparable to the applicable programming. This includes:
  - a. Access may be granted to digitally accessible courses and academic support materials which have been reviewed and approved by the IDOC for correctional delivery.
  - b. Each student may receive some level of access to approved information technology equipment to support instruction.
2. Approved information technology equipment to which students have access may include this basic set of applications. Additional applications may be made available on a per program basis with approval of IDOC CIO/Designee.
  - a. Word Processing Program
  - b. Spreadsheet Program
  - c. Presentation Program
3. Each student shall be able to securely save and access papers and projects on approved information technology equipment for the duration of the semester in which they are enrolled.

4. Students shall report IT issues to their respective education coordinator. The education coordinator will report the issue to IDOC IT and/or any other respective provider. IT will have an initial response within 48 hours of receipt of the issue. If unresolved, issues may be escalated on a per issue basis.

## **B. Post-Secondary Education**

IDOC will be providing one approved LMS platform from which all postsecondary educational institutions may provide programming. For use of this service a limited fee will be passed to each educational institution utilizing the resource.

## **C. Apprenticeship**

1. Computer based learning and testing will be available on dedicated machines attached through the offnet network.
2. Resources needed for IPI work will reside on segregated networks, unless connectivity is required for learning or certification.
3. Exception requests shall be reviewed by the DOC Chief Information Officer and approved by the Deputy Director of Institutions.
4. As needed, certifications that require email addresses will be provided by designated staff. Email addresses will be provided by IDOC via a dedicated email system. Credentials will be stored in a central database and shall only be shared with approved staff. Approval process will be provided by IDOC CIO/Designee.

## **D. Testing**

1. Dedicated devices will be available for any proctored testing/educational assessment. General purpose OffNet machines shall not be used.
2. Internal DOC Safety and associated training shall only use the approved IDOC general purpose LMS.

## **E. Internship**

1. Any incarcerated individuals participating in an internship program shall only use the information technology resources designated to the specific program.
2. General purpose OffNet machines shall not be used.