DEPARTMENT OF CORRECTIONS

Policy Number:	**760.030**
Title:	**Post-Secondary Education Student Use of Electronic Devices**
Effective Date:	**01/02/25**

PURPOSE: To outline acceptable use of electronic devices by students in post-secondary education programs.

APPLICABILITY: All students housed in a Minnesota correctional facility who are enrolled in a post-secondary education institution's prison education program, and all education partner employees.

DEFINITIONS:
Education Partner Employee – see Policy 720.020, "Education Partner Relationship."

Electronic Device (device) – a device that is used for audio, video, text, or other type of computer or computer-like instrument.

PROCEDURES:

A. Post-Secondary Education Students

All students must read, understand, and comply with the Post-Secondary Student Use of Electronic Devices Participant Agreement (attached). The expectations for use include such examples as understanding that:

1. The device is the property of the MN Department of Corrections (MnDOC). Department of corrections (DOC) information technology (IT) staff along with facility education unit staff assign the devices, collect the participant agreement forms, and retain the documentation of assigned devices and forms;

2. The device is for post-secondary education-related coursework and activity only;

3. The student must follow all DOC policies, procedures, and expectations as it pertains to the use of the device to access post-secondary education related class work;

4. The device may only be used if the student is participating in programming in a satisfactory manner;

5. Use of the device is a privilege, not a right, and can be revoked at any time;

6. Communication on the device is limited to communications with post-secondary education institution prison education program coordinators, instructors, and other education partner employees and those DOC staff who are engaging in current post-secondary education-related courses and activities;

7. Communication on the device must be appropriate, respectful, and academic with all;

8. All device communications are subject to monitoring;

9. Engaging in misconduct on the device may result in limited or revoked access;

10. Use of the device is limited to the assigned living unit, education area, or classroom space as approved;

11. Responsibility for the device includes ensuring that the device is not damaged, lost, altered, or otherwise changed from the format in which it was received (including not marking, labeling, or defacing the device). Any related issues must be reported to the designated post-secondary education staff;

12. Each device must have a unique device login and password, which must not be disclosed to anyone other than the authorized user;

13. Only the student to whom the device is assigned is allowed to use the device;

14. The device cannot be shared, exchanged, or left with anyone other than the assigned user;

15. The device and all accessories must be locked up when not in use;

16. The device accessories must not be used on any other electronic device or equipment;

17. The device settings may only be changed by authorized personnel;

18. Eating and drinking is not permitted when using the device;

19 The device and all accessories may be required to be brought to the facility education department so that a visual inspection can be conducted, inventory can be completed, programs can be updated, and/or other related services can be performed;

20. Devices are distributed just prior to the start of a semester and need to be returned to the facility education department immediately upon completion of the coursework or as directed;

21. The devices also need to be returned to the facility education department if the assigned user is removed or dropped from the post-secondary prison education program;

22. There may be a personal charge for the full replacement cost for any damage caused to the device that is not immediately reported;

23 The device and accessories must remain in the facility where they are assigned and in the condition that they were assigned. Removal of the tablet outside of the facility may be considered theft and could result in being charged the cost of replacement;

24. The device and its accessories are not for personal use and may not be used to communicate for other incarcerated persons/residents or to do research on their behalf, or used in violation of Policy 770.010, “Post-Secondary Education Student Code of Conduct and Academic Integrity;” and

25. Any violation of any of the above may result in disciplinary action, including loss of device privileges.

B. Education Partner Employees

1. All education partner employees must read, understand, and comply with the Acknowledgement for Use of Laptops and Internet by Post-Secondary Education Partners (attached). Facility education unit staff collect the signed acknowledgement forms, and share them as needed with DOC IT staff.

2. All education partners must abide by the DOC Policy 303.040, "Use of Electronic Equipment by Incarcerated People/Residents;" DOC Policy 301.030, "Contraband;" and all other DOC policies related to the appropriate use of mobile devices, laptops, and other electronic devices.

3. State-issued laptops/devices assigned to post-secondary education institution prison education program coordinators and other approved education partner employees are permitted on and within facilities grounds.

4. The approved laptops/devices are permitted to use the DOC's Wi-Fi connectivity where available as it pertains to the education partner employees' job assignments and educational instruction.

5. The approved laptops/devices must have one of the following to be permitted in DOC facilities:
   a) State of Minnesota asset seal/sticker; and
   b) University of Minnesota non-capital asset sticker

6. Use of laptops and internet is a privilege constituting the acceptance of responsibilities and obligations that are subject to state government policies and federal, state, and local laws.
   a) Use is strictly limited to business needs;

   b) Education partner employees must agree to using good judgement when using laptop computers and accessing Internet within the secured perimeter;

   c) All content conveyed must be appropriate, including type of message and tone;

   d) Camera features on laptop computers must not be used inside the secure perimeter;

   e) Incarcerated individuals/residents must not access or use laptop computers; and

   f) Laptop computers must be monitored at all times and locked. DOC requires all faculty and employees from post-secondary education institutions to sign an acknowledgement form verifying they are aware of state policies and limitations they are subject to when using laptops and Internet inside DOC facilities. Whenever not actively in use, all laptops must also be physically secured.

C. Special Housing of Incarcerated/Resident Post-Secondary Student
See Policy 760.040, "Post-Secondary Education Student Access to Instructional Materials in Restrictive/Secure Housing," when a post-secondary student moves to restrictive/secure housing.

INTERNAL CONTROLS:

A. The facility education unit and related information technology staff retain the student assignment lists of the post-secondary student electronic devices, the completed Post-Secondary Student Use

of Electronic Devices Participant Agreement forms, and the completed Acknowledgements for Use of Laptops and Internet by Post-Secondary Education Partners forms.

REFERENCES: Policy 303.040, "Use of Electronic Equipment by Incarcerated People/Residents"
Policy 301.030, "Contraband"
Policy 720.020, "Education Partner Relationship"
Policy 760.040, "Post-Secondary Education Student Access to Instructional Materials in Restrictive/Secure Housing"
Policy 770.010, "Post-Secondary Education Student Code of Conduct and Academic Integrity"

REPLACES: All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Post-Secondary Student Use of Electronic Devices Participant Agreement (760.030A) (public pdf of 760.030A)
Acknowledgement for Use of Laptops and Internet by Post-Secondary Education Partners (760.030B) (public pdf of 760.030B)

APPROVALS:
Commissioner of Corrections