

YOUTH SERVICES POLICY

Title: Access to Computers and Certain Office Equipment by Youth	Type: B. Classification, Sentencing and Service Functions Sub Type: 8. Youth Related Services Number: B.8.10
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References: ACA Standards 2-CO-1F-06 (Administration of Correctional Agencies), 4-JCF-6B-09 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policy Nos. A.4.2 "Standard Operating Procedures for Non-Secure", A.5.1 "Access to, Security of, and Use of Information Technology Resources and Mobile/Cellular/Smartphone Devices", and B.7.1 "Education".	
STATUS:	
Approved By: <i>James Bueche, Ph.D., Deputy Secretary</i>	Date of Approval: 05/30/2018

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the parameters allowed for access to computers and certain office equipment by youth under the supervision of or in the custody of YS.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Executive Management Advisor, Director of Education, Regional Directors, Facility Directors and Regional Managers.

Unit Heads are responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

IV. DEFINITION:

Post-Secondary Education - Any schooling, beyond the high school level is considered "post-secondary". Post-secondary education is often referred to as higher education. Undergraduate, postgraduate and vocational schools make up the various types of post-secondary education. Learning trades is done at vocational schools. These are also called trade schools or career colleges.

V. POLICY:

It is the Deputy Secretary's policy to provide youth with controlled access to computers and office equipment as appropriate for participation in educational, rehabilitative, industrial and job-skills programs.

YS shall provide comprehensive year round educational and vocational programs which include a broad variety of components appropriate to the needs of youth. The YS educational program has been approved by the State Board of Elementary and Secondary Education as an alternative school, and shall operate in accordance with State laws (refer to YS Policy No. B.7.1).

VI. PROCEDURES:

Access to computers in privately operated facilities shall be outlined in the standard Operating Procedures for Contract Providers (YS Policy No. A.4.2). Compliance shall be monitored by Community-Based Services (CBS).

Youth Access to computers and related equipment must follow the conditions listed below. Exceptions to these procedures are found in Section VII.

- A. General supervision by appropriate staff shall be required in any area where youth are using computers, printers, scanners or copiers. Documents printed, scanned or copied by youth shall be monitored and reviewed as deemed appropriate by the Facility Director.
- B. Computers and other equipment used by youth shall not be equipped to provide the opportunity for access to any of YS' information systems, e-mail and/or the Internet.
- C. Computers, printers and scanners used by youth in educational, rehabilitative, industrial and job-skills programs, shall be secured when not in use. External storage media and printers assigned to these program areas shall be closely monitored to prevent the inappropriate transfer of information, either electronically or in printed form.
- D. Computers and other office equipment used in educational, rehabilitative, industrial and job-skills programs shall not be used to draft legal documents, newsletters, publications or any documents not specifically connected to program participation.
- E. Youth may not possess personal computers or any component thereof.

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- F. Youth may use external storage media (CDs, etc.) excluding USB flash drives, as authorized by appropriate personnel when participating in educational, rehabilitative, industrial, or job-skilled programs. All removable media shall be inventoried and accounted for at the end of each work day.
- G. In addition to the safeguards outlined in Section 5.A. through F., the following practices and security measures shall be established for youth computer labs:
1. The only software installed on computers shall be that needed to meet the purposes of the lab: educational; rehabilitative; industrial; or job-skills programs. The use of such software must not compromise YS' computer security infrastructure, and shall be approved by the Public Safety Services (PSS) Information Technology (IT) Director, pursuant to YS Policy No. A.5.1.
 2. Software licenses/agreements and hardware warranties shall be maintained on file by PSS IT Director.
 3. Quarterly inventories of the youth computer lab shall be conducted by facility IT Liaison personnel and the Principal/designee to ensure that all computers, printers, consumable supplies and other equipment are in good working order and accounted for, and to ensure that no unauthorized software has been installed on the computers. Copies of the inventory shall be maintained by both facility IT personnel and the Principal's office.
 4. Computers shall be secured to prevent youth from installing and accessing any unauthorized software, and to prevent youth from changing any of the computer's operating systems or hardware configurations and settings.
 5. Youth are not allowed to establish any passwords on the computers without authorization; a list of all passwords shall be kept on file.
 6. Outside agencies that establish and operate computer labs at a secure care facility shall ensure all new hardware and software are reviewed and approved by appropriate personnel at the facility prior to installation, and that the agency complies with the above practices and security measures.
- H. The Facility Director shall establish a procedure for review and approval of requests for computers and other office equipment needed in program areas, pursuant to YS Policy No. A.5.1.

- I. Facility procedure shall provide for periodic detailed inspection of all computers and office equipment to review contents of hard drives, external storage media, etc., and to scan for viruses.
- J. Each facility shall maintain a comprehensive inventory of computers (both desktop and laptop), and office equipment used by youth. The inventory shall include, at a minimum:
 - 1. Location;
 - 2. Type of equipment;
 - 3. Serial and property control numbers;
 - 4. Program or purpose;
 - 5. Security features; and
 - 6. Software.
- K. Computers or peripherals shall not be removed from the grounds of a secure care facility for any purpose, including repairs, without the written authorization of the Facility Director.

VII. EXCEPTIONS:

- A. During the months of November, December, April, May, and June, computers with connectivity to the End of Course testing material shall be allowed and housed in a secured location. Youth utilizing these computers shall be accompanied and monitored by facility personnel approved by the State Department of Education (DOE) to administer the End of Course (EOC) testing.
- B. In an attempt to meet the State of Louisiana's graduation requirements, and to provide an opportunity to enroll in post secondary educational courses/programs, selected students may be allowed to participate in online/web based coursework utilizing a secured platform to prevent access to the open internet or worldwide web.

Youth utilizing computers and the internet for educational purposes shall be housed in a secured location, and shall be accompanied and monitored by selected facility personnel serving as mentors to these students.

- C. Both, students and facility personnel involved in this process shall be required to sign a contract and agree to the terms as set forth in the contract, outlining the expectations and responsibilities established by YS, in conjunction with the selected online service provider.

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- D. For the purpose of credit recovery, dual credit, to fill areas of teacher critical shortage, and for National and State test preparation, selected students may be enrolled in intranet/student network courses. (Through the use of the intranet/student network, the youth are directly connected to courses via a closed system. The youth can only access specified websites and not others. While utilizing this network, at no time will youth ever interact with the live Internet.)
- E. Any and all high school course(s) selected for enrollment, for credit toward a high school diploma, shall be approved by the Louisiana State DOE.
- F. For the sole purpose of meeting the Louisiana high school equivalency test (HiSet) registration, individual student email accounts shall be created. Students shall not be given access to the username and password for their individual account at any time while in custody of secure care.

Previous Regulation/Policy Number: B.8.10

Previous Effective Date: 5/26/2017

Attachments/References: B.8.10 (a) Student Contract Nov 2014.doc
B.8.10 (b) Teacher Mentor Contract Nov2014.doc

<p>YOUTH SERVICES High School Student Online Services Student Contract</p>

In an attempt to meet the state of Louisiana’s graduation requirements, you are being afforded an opportunity to participate in online coursework. It is crucial that you complete all assigned coursework and do not violate the rules and expectations established by the school or _____, the online service provider.

Please know that the following are restricted and could result in your immediate removal from the online course:

- Accessing a website other than your course assignment;
- Damaging or destroying the computer or any other materials supplied for your use during this course;
- Posting material including language, photographs, and videos that are inappropriate;
- Any criminal or other illegal activity including encouraging the unlawful use, possession, manufacture or distribution of tobacco, drugs, or alcohol;
- Illegally posting, distributing, uploading, or downloading copyrighted work (whether music, video, words, images, drawings, pictures, software or otherwise);
- Sharing assignments, quizzes, tests, assessments, essays, term papers, questions/answers, or any other action that would violate any code of conduct, expectations or rules in regards to academic honesty; and
- Disruptions of the server or host software.

The undersigned student acknowledges that he understands and will adhere to the expectations set forth in this contract in an attempt to meet the Louisiana Department of Education’s graduation requirements.

Signature

Printed Name

Date

Witness

Facility/Staff Assigned to Student

Date(s) of Service

<p>YOUTH SERVICES</p> <p>High School Student Online Services</p> <p>Teacher Mentor Contract</p>
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In an attempt to meet the state of Louisiana's graduation requirements, selected students are being afforded an opportunity to participate in online coursework. You have been selected to serve as a Mentor to these students while they complete their coursework. The role of the Mentor is very important and as such, great care needs to be taken while serving in this role. You will be responsible for meeting regularly with the students to make sure the students are successfully progressing through their courses.

It is crucial that the students who have been afforded the opportunity to participate in this online program are closely monitored and follow the rules and expectations established by the school and _____, the online service provider.

Additional Mentor responsibilities include:

- Monitoring student internet usage and assuring that no access is granted beyond the assigned course assignment;
- Serving as liaison between the school and the online service provider instructors;
- Directly supporting and motivating students;
- Monitoring progress of students;
- Helping students with time management by encouraging them to stay on track with their online course schedules;
- Meeting regularly with students to discuss any issues or problems they may be having;
- Relaying any pertinent student issues to online service provider instructors in a timely fashion;
- Making sure students have regular access to computers with reliable Internet access;
- Providing complete student enrollment information;
- Staying on top of student start dates and end dates;
- Being the decision maker about cheating, plagiarism, and other Honor Code violations;
- Transcribing final student grades to the school's system.

The undersigned teacher/mentor acknowledges that she understands and will adhere to the expectations set forth in this contract and that failure to do so could result in disciplinary action as severe as termination.

Signature	Printed Name	Date
Facility/Staff Assigned to Student	Date(s) of Service	
_____	_____	
_____	_____	
_____	_____	