



OREGON YOUTH AUTHORITY

Facility Services

Procedure Statement

Youth Access to Internet and E-mail Within OYA Facilities **FAC 416-040(a)**

Approved

Signature on file

Clint McClellan, Assistant Director
Facility Services

Effective: March 16, 2015

Supersedes: None

Interpretation: Facility Services

REFERENCE

- [OAR 416-040](#) Offender Use of Electronic Networks Within OYA Facilities
- [YA 0060](#) Youth Access to Electronic Network Notification of Acceptable Use

DEFINITIONS

Digital Citizenship: Appropriate and responsible use of technology. Respecting the concepts of privacy and freedom of speech. Demonstrating honesty, integrity and ethical behavior while using technology. Relating to others in a positive and meaningful way. Legal Literacy understanding of where the law defines the line between joking, teasing, or harmless actions and criminal behavior. Navigating the digital world safely, responsibly and ethically.

E-mail (Electronic Mail): A system that allows people to exchange messages electronically between computers or cell phones.

Educational, Vocational and Transition Programs: These programs are high school or college classes and vocation classes. When the youth is six months to one year from release, the youth will have access to transitional services, such as job and housing searches.

PROCEDURE STATEMENT:

The Oregon Youth Authority recognizes the value in youth accessing the Internet for educational, vocational and transition programming. It is crucial for staff and school personnel to supervise youth while youth use the Internet.

PROCEDURE

I. Appropriate youth Internet access

- A. Each facility must have a process in place to evaluate a youth's appropriateness for Internet access. Internet access may only be granted for educational, vocational, and transitional purposes.

1. A youth may have access to the Internet for educational or vocational purposes. This includes work or classes for a high school, college, or vocation.
2. A youth may have access to the Internet for transition purposes, including searches for jobs and housing, applying for jobs, and any other purpose determined appropriate by facility superintendent or camp director.
3. A youth may not use the Internet for blogging, Facebook, or any other social media sites.

Staff must notify youth that if a college class requires access to social media as part of the syllabus, the youth must discuss alternative assignment options with the instructor. If not, the youth may need to drop the class.

B. After Internet access has been granted to the youth by the school personnel or vocational staff, the youth's treatment manager must authorize, in writing, that the youth's Internet use is approved each school term.

1. The written approval must contain the following information:
 - a) Reason for access;
 - b) Reasons for e-mail access (if appropriate);
2. The treatment manager must forward the written approval to the school personnel or vocational staff and the youth. A copy must be placed in the youth's case file.
3. The treatment manager must ensure the youth signs a form YA 0060 Youth Access To Electronic Network Notification of Acceptable Use every school term.

The signed YA 0060 must be placed in the youth's case file and a copy given to the youth.

4. The treatment manager must ensure the youth completes a class on digital citizenship prior accessing the Internet.

II. Staff supervision of youth Internet access

- A. OYA staff or school personnel must supervise a youth's activity on the Internet to ensure the material is for approved educational, vocational, or transitional purposes.
- B. Quarterly assessments
 1. Each quarter, the facility's superintendent or camp director and school personnel must assess whether youth access to the Internet is only for educational, vocational, or transitional purposes.

The assessment must result in a current list of approved software, applications, hardware, and accessories that may be used.

2. Each quarter, the superintendent or camp director must work with school personnel to ensure computers accessed by youth have active monitoring and blocking software installed.

Technology updates, improvements needed, and other related issues must also be addressed.

III. Youth e-mail access

- A. The facility's superintendent or camp director or designee may approve a youth's access to an e-mail account after determining the use is for educational, vocational, or transitional purposes.

1. The approval must be given in advance of the youth's access, each school term.
2. A list of approved persons, places, or reasons for email by the youth must be approved by the facility superintendent/camp director or designee each school term.

- B. Only OYA staff or school personnel may log onto the youth's e-mail account for the youth. The youth may never log onto the account.

1. OYA staff or school personnel must directly supervise the youth while the youth is using e-mail.

This may include visual supervision of the youth's computer through the staff's computer.

2. OYA staff or school personnel must maintain either a hard copy or an electronic copy of all e-mail messages sent or received by the youth.
 - a) Staff or school personnel must check youth e-mail accounts and Internet activity at least once a month for misuse.
 - b) Any misuse of an e-mail account must be reported to the superintendent or camp director, and program manager or treatment manager.
 - c) Each school term, OYA staff or school personnel will ensure that all passwords to access information/network systems and e-mails are updated, cancelled, or changed.