

MAINE DEPARTMENT OF CORRECTIONS
RESIDENT COMPUTER USE AND/OR INTERNET ACCESS AGREEMENT

Resident Name: _____ MDOC # _____

Facility: _____ Housing Unit: _____

Access approved to the following (check all that apply):

Computer Lab Laptop Computer External Storage Device Internet Access Email
 Video Conferencing (on the DOC resident education network)

Purpose(s) approved (check all that apply): HiSET College Prep College

Certificate Program Reentry Planning Other _____
(requires CAO, or designee, approval)

If Other box is checked, CAO, or designee, signature indicating approval: _____

Mandatory Conditions:

1. I shall follow all relevant DOC and academic integrity policies pertaining to technology.
2. I shall not attempt any access not approved for me, and I shall use the access approved for me only for the purpose(s) approved.
3. I shall not use a laptop or external storage device issued to another resident, and I shall not use another resident's login credentials (username and password) on any computer.
4. I shall not connect a computer, whether a laptop or a computer in the computer lab, to any network other than the DOC resident education network, shall not use any such computer while connected to any other network, and shall not set a laptop to airplane mode without authorization from DOC education/technology staff.
5. I shall not use or have in my possession any external storage device (e.g., USB/Flash drive, external hard drive, etc.) unless approved for such access. If approved, I shall secure the device as required by DOC education/technology staff when it is not in use.
6. I understand that my computer use, email, and/or internet access is not confidential and may be viewed or otherwise monitored by DOC staff at any time for any reason, including by a facility law enforcement officer. I understand that any laptop, computer in the computer lab, and/or external storage device that I have used may be searched by DOC staff at any time for any reason, including by a facility law enforcement officer. I understand that neither a warrant nor probable cause is required.
7. I shall not password protect or encrypt any documents, emails, or files, delete any browser history, or otherwise take any steps to prevent monitoring by DOC staff.
8. I understand that if evidence of a crime or a violation of probation or supervised release for sex offenders, if applicable, is found on a laptop issued to me, on a computer in the computer lab in connection with my login credentials, or on an external storage device issued to me, I may be subject to an investigation and/or prosecution. I also understand that if evidence of a crime or a violation of probation or supervised release for sex offenders, if applicable, is found on a laptop issued to another resident but used by me, on a computer in the computer lab used by me with another resident's login credentials, or on an external storage device issued to another resident but used by me, I may be subject to an investigation and/or prosecution.

MAINE DEPARTMENT OF CORRECTIONS
RESIDENT COMPUTER USE AND/OR INTERNET ACCESS AGREEMENT

9. I shall not allow any person other than DOC staff to use a laptop computer or external storage device issued to me.
10. I shall not provide to any person other than DOC staff my login credentials (username and password). I shall not use my login credentials while being observed by any person other than DOC staff.
11. I shall provide my login credentials and email account names to any facility law enforcement officer upon their request.
12. I shall not leave a computer, whether a laptop issued to me or a computer in the computer lab, unattended without first signing out of my account or shutting it down.
13. I understand that if any person other than DOC staff uses a laptop issued to me or my login credentials on any computer or uses an external storage device issued to me, it will be deemed that either I used it or I permitted them to use it.
14. I shall not use any computer or email or access the internet on behalf of any person other than DOC staff.
15. If I inadvertently access any website or any material that is not approved, I shall discontinue that access immediately and immediately report that access to DOC education/technology staff or, if DOC technology/education staff are not immediately available, to facility security staff.
16. I shall not create any email account.
17. I shall not create any website, blog, or any other online content unless authorized by DOC education/technology staff.
18. I shall not access any website that is not approved by DOC education/technology staff.
19. I shall not access any website using an “incognito” or private browser.
20. I shall not post any comments on any website or “like” or “dislike” anything posted on any website.
21. I shall not purchase any subscriptions, services, or products on any website.
22. I shall not use any computer, email or the internet for conducting any business activities, buying or selling services or products, or conducting financial transactions of any sort, including, but limited to, investment or banking transactions.
23. I shall not use any computer, email, or the internet for obtaining information about other persons in DOC custody or under DOC supervision in the community.
24. I shall not use any computer, email, or the internet for obtaining information about crime victims, whether a victim of my crime or a victim of a crime by another person.
25. I shall not use any computer, email, or the internet for obtaining information about DOC staff or other persons connected to the DOC.
26. I shall not use any computer, email, or the internet for doing legal research, preparing legal documents, or doing any other legal work, except in conjunction with an approved education course.
27. I shall not use any computer, email, or the internet for writing or sending personal, legal, or other correspondence, except for appropriate correspondence to a teacher conducting a class in which I am enrolled or as otherwise approved by DOC staff.
28. I shall not use any computer or access the internet for playing computer or video games, instant messaging, accessing social media or chat rooms, and/or gambling.

MAINE DEPARTMENT OF CORRECTIONS
RESIDENT COMPUTER USE AND/OR INTERNET ACCESS AGREEMENT

29. If I have been issued a laptop or external storage device, I shall return it to DOC education/technology staff at the completion of the education course(s) for which its use was approved or at any time requested by DOC staff, including by a facility law enforcement officer. In addition, I understand that a facility law enforcement officer may confiscate a laptop and/or external storage device at any time for any reason.
30. I shall not consume food and/or beverages while using any computer and shall not have food or a beverage in the vicinity of any computer.
31. I shall not damage, destroy, or cause a malfunction of any computer or peripheral equipment (e.g., mouse, keyboard, web camera, cables, external storage device, etc.).
32. I shall immediately notify DOC staff of any lost, stolen, missing, or damaged or destroyed computer or peripheral equipment.
33. I understand that I shall be responsible for compensating the DOC for any losses, costs, or damages to a computer, peripheral equipment, software, system, or program due to my intentional act or negligence.
34. I shall not modify or attempt to repair any computer, peripheral equipment, software, system, or programs unless authorized by DOC education/technology staff.
35. I shall not download, install, or upgrade any program or application unless authorized by DOC education/technology staff.
36. I shall not print anything from a laptop or from any computer in the computer lab unless authorized by DOC education/technology staff.
37. I shall not forward any document or email except in conjunction with an approved education course or unless as otherwise authorized by DOC education/technology staff.
38. I shall not upload any program unless authorized by DOC education/technology staff.
39. I shall not introduce any virus into any computer, system, or program. If I inadvertently introduce a virus, I shall immediately shutdown the computer and immediately report the issue to DOC education/technology staff or, if DOC technology/education staff are not immediately available, to facility security staff.
40. I shall not remove, modify, or obscure identification or inventory stickers, labels, tags, or other markings. If stickers, labels, or tags become damaged or are missing, I shall notify DOC education/technology staff as soon as possible. I shall not add unapproved stickers, labels, tags, or other markings.
41. I shall not create or use a VPN (Virtual Private Network) or proxy.
42. If approved to use a web camera, I shall do so only for approved purposes. I shall not take any photos with the web camera unless authorized by DOC education/technology staff. I shall not make any audio or video recordings with the web camera unless authorized by DOC education/technology staff.
43. I shall not engage in electronic file sharing unless authorized by DOC education/technology staff.
44. I shall not use any computer, email, or the internet to violate copyright laws.
45. I shall not use any computer, email, or the internet to harass or threaten any person.
46. I shall not use any computer, email, or the internet to engage in any other illegal activity.
47. I shall not use any computer, email, or the internet to commit any disciplinary violation.

**MAINE DEPARTMENT OF CORRECTIONS
RESIDENT COMPUTER USE AND/OR INTERNET ACCESS AGREEMENT**

- 48. I shall not use any computer, email, or the internet to access pornography.
- 49. I shall not use any computer, email, or the internet to access any materials that would not be allowed to be received by me via the regular mail as set out in Department Policy (AF) 21.2, Resident Mail.
- 50. I shall not use any computer, email, or the internet to contact, directly or indirectly, a victim of my crime, regardless of whether or not I am otherwise allowed to have contact with them.
- 51. I shall not contact, directly or indirectly, any person, whether or not a victim of my crime, with whom I am prohibited to have contact by any DOC policy.
- 52. I shall not impersonate any other person, falsely represent myself, or make any other false statement.
- 53. I shall abide by all restrictions and/or conditions set by DOC policy, court orders, DOC staff, and/or case plan requirements and shall not use any computer to bypass any such restrictions or conditions.
- 54. Additional Conditions:

I agree to abide by the above conditions. I understand that if I fail to abide by any of the above conditions, I may be subject to termination of approval for computer use, email use, and/or internet access, facility disciplinary action, revocation of probation or supervised release for sex offenders, if applicable, and/or criminal prosecution.

I also understand that my computer use, email use, and/or internet access may be terminated at any time for any reason at the sole discretion of the Commissioner, or designee, or the Chief Administrative Officer, or designee.

I hereby acknowledge that I have read or had read to me the above, have had the above explained to me, and understand the Maine Department of Corrections Resident Computer Use and/or Internet Access Agreement.

I have received a copy of this agreement and conditions.

Signature of Resident: _____ Date: _____

Printed Name of Staff: _____ Signature _____ Date: _____