

DPSCS Incarcerated Individual Tablet Program Tablet Policy Acknowledgment Form

The Maryland Department of Public Safety and Correctional Services (DPSCS) is providing you with a ViaPath touchscreen tablet computer (tablet) for use during your incarceration. The tablet is the property of the DPSCS and shall remain at the correctional facility where it was issued upon your transfer to another facility or release to the community. Use of the assigned tablet is a **privilege, not a right**.

The DPSCS reserves the right to suspend use of the tablet at any time. Removal of an individual's access to a tablet is subject to the Administrative Remedy Process, unless removal is part of sentence imposed by a hearing officer in accordance with COMAR 12.03.03. DPSCS reserves the right to allow, limit, or disable certain features of the tablet and can do so at any time. DPSCS reserves the right to confiscate and suspend the use of the tablet, if there is a rebellious act and or demonstration set forth by an incarcerated individual due to the failure or malfunction of the tablet. Correctional administrators will determine how much time you may spend on the tablet, as well as which applications, programs, and special features you are permitted to use.

The DPSCS shall monitor and approve all communication applications available on the tablet, to include Secure Messaging and the Phone Dialer. Messages and photographs determined by DPSCS to violate policy will not be sent and/or received. DPSCS and other law enforcement entities may monitor all tablet communications in the same way that the telephones are monitored.

Prior to receiving your assigned tablet, you must sign this acknowledgement form and agree to the terms and conditions of the tablet program. Upon transfer to another DPSCS facility, another tablet will be assigned to you. Any funds remaining in your tablet account will be available to you on your new assigned tablet.

You will be given instructions, a logon, and a Personal Identification Number (PIN). You must maintain the security of your tablet, PIN, and logon information. Do not share your tablet, PIN, or logon information with anyone. You are responsible for logging off the tablet if you are not using it. You are responsible for any fees or costs associated with applications, communication services, entertainment services (movies, games, music, etc.), or any other special programming that may be added to the tablet using your PIN number.

You will be issued one pair of earbuds to use with your tablet. You may be issued a tablet charger to use within your cell. You may not have more than one set of earbuds and tablet charger in your possession at any time. Additional earbuds and chargers will not be provided. Lost or damaged earbuds and charged may be replaced through purchase. You are required to exchange them on a one-for-one basis, which can be done through your Facility's Tablet Coordinator or the coordinator's designee. If you are not able to charge your tablet within your cell, you will utilize a tablet charging station located within your housing unit.

This tablet is your responsibility. Any intentional damage or destruction to the tablet may result in the revocation of your tablet and restitution for the cost of replacing the tablet, which could be a maximum of \$250.00. Any purchased Access Plans will be forfeited in the event your tablet privilege is suspended or revoked.

The incarcerated individual may keep this page of the acknowledgement and rules.

DPSCS Rules for Tablet Assignment and Use

- 1. An incarcerated individual who accepts responsibility for, and is assigned a State-owned tablet shall:**
 - Sign a DPSCS incarcerated individual Tablet Acknowledgements Form for each tablet received throughout the individual's incarceration;
 - Agree to abide by the Department's policies and procedures;
 - Agree to use the tablet only for lawful purposes; and
 - Agree to repay the Department for the replacement cost of the tablet if the incarcerated individual's intentional or grossly negligent behavior results in the damage or destruction of a tablet.

- 2. An incarcerated individual who has been assigned a tablet knows and understands that access to a tablet is a privilege that may be temporarily or indefinitely suspended, or permanently revoked based on the incarcerated individual's:**
 - Failure to abide by Department and facility policy;
 - Misuse of the tablet; and
 - Intentional or grossly negligent behavior resulting in the damage or destruction of a tablet.

- 3. The managing official, or designee may suspend or revoke an incarcerated individual's access to a tablet at any time if the incarcerated individual attempts to or is successful in:**
 - Using a tablet outside the incarcerated individual's cell or day room
 - Using the tablet to contact or communicate with individuals not on the incarcerated individual's approved call or visitor list;
 - Sending, receiving, or accessing contraband materials;
 - Accessing applications or content without proper payment;
 - Accessing, using, or being in possession of another incarcerated individual's assigned tablet;
 - Intimidating or injuring another incarcerated individual to obtain access that incarcerated individual's tablet or PIN;
 - Intentionally or through gross negligence damaging or destroying the assigned tablet;
 - Intentionally or through gross negligence damaging or destroy a tablet assigned to another incarcerated individual; and
 - Other written rules established by the managing official under Correctional Services Article, § 10-801, Annotated Code of Maryland.

- 4. The managing official, or designee may limit, suspend, or revoke an incarcerated individual's access to applications and content on the tablet if:**
 - The incarcerated individual is using the tablet to intimidate, harass, bully, or manipulate individuals with whom the incarcerated individual is in contact;
 - The incarcerated individual is using the tablet to engage in unlawful activity or violating any of the Department or facility's written rules; or
 - There are exigent circumstances relating to the security, safety, and good order of the facility and its inhabitants that require a limitation to or pause of access to an application or content.

- 5. An incarcerated individual may only have one set of earbuds at any time and one tablet charging cord (if given one).**

- 6. An incarcerated individual must purchase replacement earbuds and charging cords if they are lost, damaged, or otherwise unusable; and return the unusable earbuds and charging cords to the property officer when receiving the replacement items.**



Department of Public Safety and Correctional Services

DPSCS incarcerated individual Tablet Program *Acknowledgements Form*

IP Name: _____ DOB: _____

Facility: _____ Current Housing Unit: _____

SID#: _____ DOC/DPDS#: _____

Tablet Serial #: _____ Tablet State Identification #: _____

I, _____
(Print Name)

- Agree to abide by the policies and procedures regarding tablet use set forth by the Department of Public Safety and Correctional Services and ViaPath.
- Agree to use the tablet only for lawful purposes and understand that I am responsible for payment of any fees or costs for communication, entertainment, and programmatic services.
- Understand that law enforcement officials may be monitoring my electronic messages and digital images.
- Know and understand that my tablet privileges may be temporarily suspended or indefinitely revoked due to my:
 - Failure to abide by the policies and procedures;
 - Misuse of the tablet; or
 - Intentional damage or destruction of the tablet.
- Know and understand that I may be subject to payment of restitution for the repair or replacement of my tablet or another incarcerated individual's tablet if I am found guilty of damaging or destroying the tablet.

Signature: _____ Date: _____

_____ I acknowledge that I have received a ViaPath touch screen tablet and earbuds.
Initials

_____ I acknowledge that I have received either:
Initial

- A tablet charging cord;
- or*
- Instructions on how to use a tablet charging station.

The original signed copy is to remain in the incarcerated individual's property record.