



## **Policy and Procedure**

### **Edovo Tablet**

#### **Purpose and Scope**

To establish guidelines for use, management, security policies of computer tablets issued to youth. The youth computer tablets containing the Edovo educational platform are assigned to housing units. Access to tablets is a privilege and may be temporarily or permanently restricted, limited or revoked when necessary for security purposes and/or in the best interest of the facility.

#### **Affected Personnel**

All YDF Sworn Probation Employees

#### **Authority**

Operational Order

#### **Effective Date**

February 1, 2019

#### **I. Guidelines**

##### **A. Tablet Charging Station**

1. Youth computer tablets will be secured in the provided charging station when not in use, to ensure proper functionality and availability each tablet will remain plugged in to an available charger in the charging station which will also be plugged in at all times.
2. Content on the youth computer tablets is managed via Edovo and the tablets are updated nightly via connection to a wireless access point. Therefore, the charging station must remain secured daily at a location pre-approved by Edovo that will allow for connectivity to the wireless access point. When not in use, the charging station shall remain locked.

##### **B. Tablet Issuance**

1. Upon being assigned to a housing unit allowing access to the youth computer tablets, youth will be permitted access to the tablets as per the pre-designated schedule. Tablets are not specific to a youth and a youth can access his

or her content on any available youth computer tablet. As a youth signs on with their x-reference number, they must acknowledge that the tablet is in good working condition. Youth who discover a damaged or malfunctioning tablet shall be directed to notify unit staff who will take the tablet out of commission.

- a. During the unit intake process each youth will be issued ear buds which will be maintained by unit staff in a designated storage container.
2. Access to computer tablets are considered a youth privilege and are made available when issuance does not interfere with the safety, security and orderly functioning of the facility and they are never allowed in a youth's room.
3. Youth are not permanently issued a specific tablet. Youth are issued tablets based on availability and within established facility protocol governing use.
4. The youth computer tablets contain the Edovo platform which is highly intuitive and requires minimal, if any, youth training prior to issuance.
5. After answering some self-chosen security questions, each youth will establish his or her password (xref). Youth are not required to log on to the same computer tablet. All information and course progress is connected to their respective password and not a particular device.

#### C. Staff Responsibility

1. Staff will count the tablets and ear buds as part of the security checklist and confirm they are all accounted for.
2. Staff will maintain a check-out log during designated programming hours.
3. When a youth is done using the tablet, staff will check the tablet for damage and return it to the charging station.
  - a. At the end of programming, staff will conduct a count and secure the charger box once all tablets are returned and connected to the charging station.
4. Only one tablet will be issued per youth. If a youth is found using more than one at a time, the tablets will be confiscated and it may result in loss of tablet privileges.
5. Graveyard staff will be designated as the monitoring staff and will have access to reset passwords, view user activity, and transcripts.

- Supervisors and Administrators will have Executive access and the ability to reset passwords, investigate tablet usage, review user ability, user transcripts, make point adjustments, turn entertainment access on/off, and power off the system.

**D. Account Access/Programming**

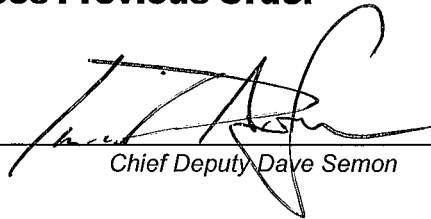
- The youth computer tablet can host virtually any application intended for youth use that is approved and in accordance with facility guidelines.
- Once a youth establishes an account, the youth will be allowed to access a wide array of self-directed educational modules based on the youth's personal interest. Content on the tablet includes the Edovo platform which includes, but is not limited to educational services such as college courses, GED preparation, vocational training, health education, literacy courses, and language resources. Services also include motivational content, library services, cognitive behavioral therapy, recreational content, counseling and religious guidance. The Edovo educational platform offers four sections that work together to reward and support ongoing learning.

**Attachments**

EDOVO User Guide

**Amends/Replaces Previous Order**

**Authorized By** \_\_\_\_\_



Chief Deputy Dave Semon

**Date** \_\_\_\_\_

3/6/2020