

**SECTION -SUPPORTIVE SERVICES
ADMINISTRATIVE DIRECTIVE NO. 654**

Effective Date: November 9, 2006

SUBJECT: INDIVIDUAL PERSONAL COMPUTERS

I. PURPOSE

This policy establishes guidelines for Individual owned laptop computers, computer hardware, computer accessories and software. Use of a personal computer and associated accessories and software is a privilege which is determined by the Individual's appropriate safe guarding, usage, and possession of files, disks, and other media.

II. AUTHORITY

California Code of Regulations, Title 15, Division 3, Chapter 1, Article 3, Section 3041.3; and by the Order of the Hospital Executive Director.

III. POLICY

A. This policy applies to the list of allowable personal laptop computers, hardware, accessories and software, which are approved for Individuals at Coalinga State Hospital (CSH).

B. Any items that may be deemed a threat to the safety or security of the institution or negatively impact the goals of the Individuals' treatment plan are strictly prohibited. Items that shall be prohibited include hardware, accessory or software, or media which enables the Individuals:

1. Private communication with other parties by personal computer or electronic device, via any form of wired or wireless capability.
2. Games, movies, electronic images that depict overt sexual acts or violence with adults and children.

IV. METHOD

The method of security, control, and selection of computer components are subject to changes in technology, model availability, and/or obsolescence. The following areas will be monitored for adherence to policy by the Patient Computer Technology Committee. Specific criteria will be described and maintained in an addendum (Attachment "A": Specific Criteria for Individual Laptop Computers) to this Directive.

- A. Laptop computers will be purchased through approved vendors. Additional vendors may be added based on the compatibility of equipment to CSH requirements, availability and evaluation by the Individuals / Patient Computer Technology Committee.
- B. All external communication capability will be disabled before delivery to the Individuals with the exception of USB, serial, and parallel ports for the use of approved external devices. An acknowledgement form (Attachment "B") describing these modifications shall be signed by the Individual prior to transfer of the laptop computer from the Pt. Property to Information Technology.
- C. Computer maintenance will be accomplished through vendor warranty or approved vendor.
- D. All hardware, software and accessories will be identified by the manufacturer's serial number on each item or if a serial number is not present the equipment will be permanently identified with the Individual's CSH number. This number will be entered into a hospital wide data base, maintained by the Department of Police Services, prior to being given to the Individuals to ensure an accurate record of accountability for all computer related items within the hospital.
- E. Compact Disks (CDRW) will be available for Individual purchase in the Hospital Canteen. CDRWs will be indelibly marked with Individual's CSH number at the time of purchase. The canteen store is the designated vendor of Individual's CDRWs.
- F. Portable drives are prohibited.
- G. The privilege to use and keep an electrical device on the unit is determined on a case by case basis by the Wellness and Recovery Team with the approval of the Program Director.
- H. Access to electricity is governed by AD 658, Individuals' Use of Electricity and Electrical Devices.
- I. Central Program Services (CPS) will provide and maintain a centralized printer for Individuals to utilize, at a cost per page printed.
- J. Each Individual will be accountable for content on computer drives and the software in their possession.
 - 1. All Individuals must submit to random computer media and software inspections for content that is not considered appropriate and / or contraband for CSH. Individuals will be selected from the hospital computer data base by lot. Specific search for cause will be initiated when there is a reason to suspect the presence of contraband or other conditions involving the Individual's laptop computer that may constitute a breach of the hospital safety of Individuals or employees. This inspection will be conducted by qualified staff.

2. Individuals may not alter installed applications, configurations, or settings that conflict with any hospital policy.
 3. Information Technology will be the designated administrator on each individual computer.
- K. All computer media will be reviewed by the Hospital Media Review Committee for content.
 - L. Individual's computers and media may not be loaned and / or utilized by other Individuals.
 - M. Individual computers and media shall be stored in the Individual's personal storage locker when not in use by of the Individual.
 - N. Inappropriate, illegal use of, or evidence of tampering with an Individual's computer will result in computer confiscation by staff per AD 658. The definition of misuse and a detailed list of misuse of personal computers as well as other electrical devices is included in AD 658, Individual's Use of Electricity and Electrical Devices.
 - O. Printing: All reproduction of printable material from the Individual's laptop computers will be accomplished through a printer service located in CPS. A fee per page will be established and documented in the Specific Criteria Addendum.
 - P. Media may not be mailed out of the institution, nor given to visitors.
 - Q. Penal Code 2684 Individuals shall not possess a computer as part of their personal property, pursuant to Title 15, 3041.3.
 - R. This Directive will be reviewed in 6 months by the Patient Computer Technology Committee to evaluate the synthesis of policy, procedure and specific criteria.

V. DEFINITIONS

- A. Laptop Computer includes: single component that contains the central processing unit, integral keyboard, disk/compact disk drive, internal battery and monitor.
- B. Computer hardware includes: associated power cord, approved connecting devices, external data storage devices.
- C. Computer Accessories include: game devices, games controls, CDs, discs and storage cases.
- D. Media: Software, DVDs, CDs, games, and data diskettes.

Software includes: Any installed program that generates an operational function for personal computers.



W. T. VOSS
Executive Director

ATTACHMENT "A": Specific Criteria for Individual Laptop Computers
ATTACHMENT "B": Individual Personal Computer Policy – Acknowledgement of
Modifications

Specific Criteria for Individual Laptop Computers
Revised 7-27-06

The purpose of this addendum is to monitor Individual laptop computer equipment, configuration and procedure subject to change from advances in technology, model availability, and/or obsolescence. The Patient Computer Technology Committee will meet monthly to review current or proposed criteria.

Equipment and /or Procedure	Criteria																		
CONFIGURATION:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><u>Display Size</u></td> <td>Not to exceed 17 inches diagonal</td> </tr> <tr> <td><u>Memory:</u></td> <td>2 Gigabyte, internal only</td> </tr> <tr> <td><u>Mouse:</u></td> <td>Integral</td> </tr> <tr> <td><u>Keyboard:</u></td> <td>Integral</td> </tr> <tr> <td><u>Drives:</u></td> <td>Hard Drive - Up to 120 Gigabyte DVD/ CDRW Drive – available</td> </tr> <tr> <td><u>Ports:</u></td> <td>USB: - available Serial: - available Parallel: - available</td> </tr> <tr> <td><u>Operating System:</u></td> <td>Microsoft OS</td> </tr> <tr> <td><u>Battery Source:</u></td> <td>Single, Internal.</td> </tr> <tr> <td><u>AC/ Charging Cord</u></td> <td>One</td> </tr> </table>	<u>Display Size</u>	Not to exceed 17 inches diagonal	<u>Memory:</u>	2 Gigabyte, internal only	<u>Mouse:</u>	Integral	<u>Keyboard:</u>	Integral	<u>Drives:</u>	Hard Drive - Up to 120 Gigabyte DVD/ CDRW Drive – available	<u>Ports:</u>	USB: - available Serial: - available Parallel: - available	<u>Operating System:</u>	Microsoft OS	<u>Battery Source:</u>	Single, Internal.	<u>AC/ Charging Cord</u>	One
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LAPTOP VENDORS:	<ul style="list-style-type: none"> • Recycom Technologies • Dell • Gateway • Hewlett Packard 																		
EXTERNAL COMMUNICATION:	<ul style="list-style-type: none"> • Wireless capability is removed by the vendor or Information Technology. • All other external communication ports will be disabled by the vendor or Information Technology. 																		
SECURITY	<ul style="list-style-type: none"> • The case of the Laptop Computer will be secured with tamper proof tape. 																		
PRINTERS	<ul style="list-style-type: none"> • Printer Service will be conducted in the Print Shop of Central Program Services. • Fee per page will be 5 cents. 																		

INDIVIDUAL PERSONAL COMPUTER POLICY – ACKNOWLEDGEMENT OF MODIFICATIONS

Per CSH Administrative Directive 654, Individuals may purchase laptop computers for personal use under specific guidelines.

In order to comply with this policy, CSH staff will perform the following steps to laptops prior to being issued to an Individual:

- Computer will be started, initial system account created, operating system and included hardware will be reviewed for compliance with policy.
- Modem input jack will be permanently disabled with epoxy (If present).
- Network input jack will be permanently disabled with epoxy (If present).
- Microphone input jack will be permanently disabled with epoxy (If present).
- Wireless network card will be removed (If present).
- Onboard wireless network will have antenna permanently removed (If present).
- Printer driver disk will be copied to Windows Desktop.

Signature below acknowledges understanding and acceptance of the modifications to be made to individually owned laptop computer.

Computer Manufacturer _____ Computer Model _____ Serial# _____

Individual Name _____ Individual Signature _____

Date _____