

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 03-01	Effective Date: 04-26-16	Revision Date: 04-01-21
Subject: Use of Electronic Devices		

I. Policy Statement

Division facilities and programs shall establish television viewing criteria regarding suitable content and reasonable viewing schedules. Use of electronic devices must be part of scheduled/structured programming and monitored by staff at all times.

I. Rationale

The purpose of this policy is to ensure that minors use of electronic media is appropriate and for reasonable periods of time.

II. Definitions

A. Television Ratings

1. "TV-Y" Appropriate for all children.
2. "TV-Y-7" Directed to older children age 7 and older: May include mild fantasy violence or comedic violence, or may frighten children under the age of 7.
3. "TV-Y7-FV" Directed to older children – Contains Fantasy Violence: Fantasy violence may be more combative or intense than other programs in (TV-Y-7).
4. "TV-G" General Audience – Suitable for all ages: Most parents would find this content suitable for all ages. Contains little or no violence, strong language, or sexual dialogue/situations.
5. "TV-PG" Parental Guidance Suggested: Contains material that parents would find unsuitable for younger children. Programs may contain one or more of the following: some suggestive dialogue (D), infrequent coarse language (L), intense sexual situations (S), or intense violence (V).
6. "TV-14" Parental Guidance Strongly Cautioned: Contains some materials that many parents would find unsuitable for children younger than 14 years of age. Programs may contain one or more of the following: intensely suggestive dialogue (D), strong coarse language (L), intense sexual situations (S), or intense violence (V).
7. "TV-MA" Mature Audiences only: This program is specifically designed to be viewed by adults and therefore may be unsuitable for children younger than 17 years of age. Programs may contain one or more of the following: crude indecent language (L), explicit sexual activity (S), or graphic violence (V).

B. Movies

1. "G" Rated for General Audiences: Contains nothing most parents will consider offensive for even their youngest children to see or hear. Nudity, sex scenes, and scenes of drug use are absent; violence is minimal; snippets of

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dialogue may go beyond polite conversation but do not go beyond common everyday expressions.

2. "PG" Rated for Parental Guidance: May contain some material parents might not like to expose to their young children-material that will clearly need to be examined or inquired about before children are allowed to watch. Explicit sex scenes and scenes of drug use are absent; nudity, if present, is seen only briefly, horror and violence do not exceed moderate levels.
3. "PG13" Parents Strongly Cautioned: May be inappropriate for pre-teens. Parents should be especially careful about letting their younger children attend. Rough or persistent violence is absent; sexually-oriented nudity is generally absent; some scenes of drug use may be seen; some use of one of the harsher sexually-derived words may be heard.
4. "R" Restricted: May contain some adult material. Parents are urged to learn more about the movie before allowing juveniles to see it.
5. "NC-17" Adults Only

C. Games

1. "C" Rated for Early Childhood – Content is intended for young children.
2. "E" Rated for Everyone - Content is generally suitable for all ages. May contain minimal cartoon, fantasy or mild violence and/or infrequent use of mild language.
3. "E 10 +" Rated for Everyone ages 10 and older. May contain more cartoon, fantasy or mild violence, mild language and/or minimal suggestive themes.
4. "T" Rated for Teen is defined as generally suitable for ages 13 and older. T may contain violence, suggestive themes, crude humor, minimal blood, simulated gambling, and/or infrequent use of strong language.
5. "M" Rated for Mature. May contain intense violence, blood and gore, sexual content and/or strong language.
6. "A" Rated for Adults Only. Must be 18 years of age or older. May include prolonged scenes of intense violence, graphic sexual content and/or gambling with real currency.
7. "Unrated" or "RP" Rating Pending. Has not yet been rated. Appears only in advertising, marketing and promotional materials related to a "boxed" movie/video game that is expected to carry an ESRB rating, and should be replaced by a movie/game's rating once it has been assigned.

III. Procedures

A. Television and Movies

1. The viewing of television and movies must be part of scheduled/structured programming.
2. The viewing of television and movies must not interrupt regularly scheduled programming, (e.g. programming, therapy, group, study time, etc.).

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3. Staff shall position themselves to monitor all minors, at all times, while viewing television and movies.
4. Staff shall only permit minors to view television programs rated TV-Y, TV-Y-7, TV-Y7-FV, TV-G, and TV-PG.
5. Staff shall only permit minors to view other programs/movies rated G, and PG. Programs or movies rated PG-13 or TV-14 may be permitted with APD, or designee, approval only.
6. Regardless of the rating, television and movies that contain explicit/excessive profanity, nudity, sexual content, graphic or excessive violence, drug use or dealing, alcohol abuse, gangs, racism, or portray any person as a sexual object are not permitted.
7. Special televised events, such as sporting events, political events, or breaking news, require supervisor approval prior to viewing when outside of scheduled programming.
8. Staff shall document the name and rating of each television show or movie viewed in the shift log.

B. Video Games

1. The playing of video games must be part of scheduled/structured programming.
2. The playing of video games must not interrupt regularly scheduled programming (e.g. programming, therapy, group, study time).
3. Staff shall monitor minors using electronic devices and inspect the device before and after each use.
4. Staff shall only permit minors to play video games rated “C”, “E”, “E10+”, or T. Regardless of the rating, video games that contain explicit/excessive profanity, nudity, sexual content, violence, drug use or dealing, alcohol abuse, gangs, racism, or portray any person as a sexual object are not permitted.

C. Television, Movies, Video games NOT PERMITTED

1. “TV-MA” Mature Audiences only
2. “R” Restricted
3. “NC-17” Adults Only
4. “M” Rated for Mature
5. “A” Rated for Adults Only
6. “Unrated” or “RP” Rating Pending

- D.** Regardless of rating, staff shall assure that music does not contain inappropriate lyrics. Music portraying profanity, violence, drug use, or dealing, gangs, disrespect to law enforcement, racism and portraying any person as a sexual object is prohibited.

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E. Streaming media Oversight

1. Streaming media must be free of profanity, violence, drug use or dealing, gangs, disrespect to law enforcement, racism or portraying any person as a sexual object.
2. Streaming media must be part of schedule/structured programming.
3. Use of streaming media must be approved by the APD or designee.

F. Facility Oversight of Electronic Devices

1. Each facility shall identify a team of at least two staff members, working in consultation with the APD or designee, to manage electronic devices used by minors in the facility and not managed by the Department of Technology Services or the school (e.g., laptops, desktop computers, mobile phones). This team shall be responsible for oversight as follows:
 - a. Updating facility inventory
 - b. Managing passwords
 - c. Installing software updates as they become available to the devices
 - d. Identifying locked areas to store electronic devices
 - i. All electronic devices shall be maintained in the locked area when not in use
 - e. Creating and monitor check-out logs that include minor's name, times the device was signed out and returned, and staff's name verifying the device was inspected after use
 - f. Monthly review of logs and device settings, passwords and parental controls

G. Wi-Fi and Wi-Fi Hotspot

1. Wi-Fi and Wi-Fi hotspots shall require a login and password. Login and password shall not be saved. Manual entry of the login and password is required.
2. Minors shall not have access to Wi-Fi logins or passwords.
3. Minors shall not have access to a device connected to the Wi-Fi or hotspot without direct supervision.

H. Medical Isolation

1. Portable DVD players may be used to watch movies in a minor's room.
2. Virtual visits shall only occur in the minor's room if the minor does not touch the device.
3. Minors shall not keep electronic devices in their rooms overnight.
4. Minors shall not be permitted to do a hard reset on the device and staff shall look to ensure that the hidden browser has not been accessed.
5. Staff shall maintain line of sight viewing directly to the screen while in use.

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IV. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time, to reflect substantive change.

This policy has been reviewed by the Division of Juvenile Justice Services Executive Management Team, and is approved upon the signature of the Director.



Brett M. Peterson, Director
Division of Juvenile Justice Services

04/01/2021

Signature Date