



## Employee Technology Acceptable Use Policy

Media and technology at PHS are used as tools to deepen student collaboration, innovation, and communication. We recognize the unique opportunities that technology and media provide to encourage intellectual growth beyond the walls of the classroom. It is the goal at PHS to prepare students to use technology thoughtfully as an organizational and learning aid, to think critically about all forms of media, and to use technology in an ethical manner. Taking into account the above mission, Presidio Hill has created the following guidelines by which all users of technology at PHS must abide:

- Technology belonging to, or assigned to an employee is the employee's responsibility. Employees must keep tools safe, clean, and stored properly
- PHS is committed to complying with applicable information security requirements and relevant information security standards and protocols. Users of PHS networks and technology are required to adhere to state and federal law as well as school policy. These include, but are not limited to the following:
  - The Family Educational Rights and Privacy Act (FERPA)
  - Children's Internet Protection Act (CIPA)
  - Children's Online Privacy Protection Act (COPPA)
- Employees must uphold all agreements outlined in the Employee Handbook as well as in any other memos sent to the employees regarding technology expectations, including but not limited to the following items:
  - School employees must use the official school email, instead of their private email address (such as personal Gmail, Yahoo, Hotmail, etc.) when communicating School business via email.
  - Incidental personal use is secondary, and should not (i) interfere with the School's operation of Electronic Communications Resources; (ii) interfere with the user's employment or other obligations to the School, or (iii) burden the School with noticeable incremental costs.
  - Employees should have no expectation of privacy in the electronic information and communications created or maintained on Presidio Hill School's electronic equipment.
  - Violating copyright laws is prohibited.
  - Do not "friend" or interact with students through social media outside the school
  - The School prohibits employees from visiting Social Networking Tools during work hours unless doing so falls within the scope of the individual's employment with the School. Employees may not use the School's email addresses to register on social networks, blogs, or other online tools utilized for personal use.
- Employees are expected to uphold students to the [TK-8 Acceptable Use Policy 2023-2024](#)
- Before using a new tool, check to see if it's on the [PHS Approved/Unapproved Tools Dashboard](#) and, if it's not, complete the [Digital Resource Request Form](#) and await approval prior to using it to ensure compliance with student safety and data requirements.
- Take personal responsibility for content and behavior using school technology (devices and internet) because school technology is not private. Email messages are considered public records and may be released pursuant to the requirements of the Freedom of Information Act.
- PHS's devices and networks have content filters to prevent access to inappropriate, harmful, or obscene materials; do not disable or circumvent the filters. If something is filtered that should not be, notify the Tech Office.



- PHS logos, drawings, photos, or other school-designed/owned elements can only be used online with expressed approval from the PHS Head of School.
- Technology hardware must be kept away from all food and drink, including water. Computers should not be stored in vehicles or places with extreme temperatures.
- When using material (images, video, or text) that has been created by others in your own work, it must be cited and documented. Employees must not infringe upon the intellectual property rights of others or violate copyright laws. Consult [Streaming at PHS FAQs](#) for more information.