PARENT NOTIFICATION

Student Information Privacy

Documents, Notices and Forms For School Year 2026-2027

STATE OF HAWAII
DEPARTMENT OF EDUCATION

RS 26-0603 (Rev. of RS 25-0678) January 2026

For more information on privacy rights and laws, contact the school administrator, use the QR code below:

Or visit:

https://hawaiipublicschools.org/useful-links/policies/student-privacy/?highlight=student%20privacy

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JOSH GREEN, M.D.
GOVERNOR

KEITH T. HAYASHI
SUPERINTENDENT

STATE OF HAWAI'I
DEPARTMENT OF EDUCATION
KA 'OIHANA HO'ONA'AUAO
P.O. BOX 2360
HONOLULU, HAWAI'I 96804

OFFICE OF THE SUPERINTENDENT

August 3, 2026

Dear Parents, Guardians, and Eligible Students:

Welcome to the new school year! We are truly excited about all of the opportunities the students will be experiencing in the upcoming months. As we utilize more technology to provide these opportunities, we want to assure you that in today's digital age, protecting your child's personal information is more important than ever.

The Hawai'i State Department of Education (Department) is committed to safeguarding student data while providing a safe and supportive learning environment. We want to make sure you receive the information you need to make informed decisions about your child's education and privacy, which is why each year, each school provides parents, guardians, and eligible students with a **Student Information Privacy Booklet.**

This booklet discusses the importance of Student Privacy and contains the following forms, which are required when a student enrolls or transfers to a new school. These forms will be valid as long as a student is attending the school listed on the form, unless it is rescinded in writing by the parent or eligible student or the student exits the school listed on the form.

1. Technology Responsible Use Form (RS 17-0052)
2. Student Publication/Audio/Video Release General Form (RS 26-0618)

There are also three optional forms:

1. Student Publication/Audio/Video Release for Events/Activities Form (RS 26-0619), used with Student Publication/Audio/Video Release Form (RS 26-0618)
2. For secondary students (Grades 7-12): Military Recruiters Opt Out Form (RS 17-0925)
3. For secondary students (Grades 7-12): Institutions of Higher Learning Opt Out Form (RS 19-0774)

For more information about your child's privacy rights or to obtain a copy of all of these forms, please contact your child's school, or contact Jessica Honbo, Information Specialist, by email at: *FERPA@k12.hi.us* or by phone at (808) 784-6050, or use the QR below to the Department's website: *https://hawaiipublicschools.org/useful-links/policies/studentprivacy/?highlight=student%20privacy*.

Sincerely,

Keith T. Hayashi
Superintendent

KTH:jh

STATE OF HAWAI`I
DEPARTMENT OF EDUCATION

Notification of Rights under FERPA for Hawaii's Public Schools

Rev. August 2022

Each year the Hawaii Department of Education (HIDOE) is required to notify parents and eligible students (those students who are 18 years of age and older) of certain rights related to the privacy of students' education records in HIDOE' schools. In our efforts to provide this information, HIDOE reviewed state and federal regulations related to student information privacy and developed this Notification of Rights.

In some cases, more detailed information may be available from the U.S. Department of Education's webpage (studentprivacy.ed.gov) or HIDOE's Student Privacy webpage. If you do not have access to the internet, your school will provide the copies of the information available at the internet links upon request.

What is the Family Educational Rights and Privacy Act (FERPA)?

The Family Educational Rights and Privacy Act (FERPA) is a federal law (20 U.S.C.A. §1232g) and regulation (34 Part CFR 99) that protects the privacy of a student's education records which are maintained by HIDOE. Additionally, Hawaii Administrative Rules Chapter 8-34 (HAR § 8-34) sets forth requirements to ensure that the protection of the educational rights and privacy are in conformance with federal laws. Schools, Complex Area offices, District offices, and HIDOE State offices maintain student information in paper form (such as cumulative, Special Education, and English Language Learner files, etc.) and electronic formats (such as Longitudinal Data System, Student Information System, etc.). Educational records containing student information may include enrollment forms, report cards, transcripts, disciplinary letters, and personally identifiable information (PII). PII includes any information, alone or in combination, that is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

Who is responsible for protecting student information?

All employees and volunteers of HIDOE may come across student information, whether intentionally or by accident; therefore, everyone in our schools and HIDOE offices is responsible for protecting student information.

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Rights afforded to parents and eligible students
FERPA affords parents and eligible students certain rights with respect to students' education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the school administrator receives a request for access.

   Parents or eligible students who wish to inspect their or their student's education records or record of disclosures should submit to the school administrator, a written request that identifies the records they wish to inspect. The school administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the school to amend their student's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses PII from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits the disclosure of PII from a student's education records, without the consent of a parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issues subpoenas, disclosures of directory information and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student-

- To other school officials, including teachers, within HIDOE whom the school has determined to have legitimate educational interests. A school official may include a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board of Education. A school official may include contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions or performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records. These parties may include an attorney, auditor, medical consultant, therapist, education risk assessment team or similar, a parent or student volunteering to serve on an official

committee, such as a disciplinary or grievance committee, volunteer assisting another school official in performing his or her tasks; or upon request to a school official of an institution of higher learning assisting a student with college recruitment and access, including facilitating awarding and/or recruitment of scholarships and/or financial aid opportunities, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§§ 99.31(a)(1)(i)(A) and 99.31(a)(1)(i)(B)) A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill her professional responsibility.

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for the purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State. Disclosures under this provision may be subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

- To an agency caseworker or other representative of a State or local student welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by HIDOE to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

    Student Privacy Policy Office
    U.S. Department of Education
    400 Maryland Avenue, SW
    Washington, DC 20202

In some cases, a stepparent may be considered a "parent" under FERPA if the stepparent is present on a day-to-day basis with the natural parent and student and the other parent is absent from that home. An eligible student may grant privileges to others to view her/his education record by submitting to their school a written consent thereby granting permission to that person. Conversely, a stepparent who is not present on a day-to-day basis in the home of the student does not have rights under FERPA with respect to the student's educational records. A family member or other caretaker who is acting in the absence of the parent(s) may also be considered a "parent" under FERPA.

A parent or eligible students may grant privileges to others to view their student's or their education records by submitting to the student's or their school a written consent thereby granting permission to that person. The written consent should specify 1) the records that may be disclosed; 2) state the purpose of the disclosures; and 3) identify the individual or party to whom the disclosure may be made. If an individual the student is living with submits to the school a "Caregiver Consent Affidavit" pursuant to Hawaii Revised Statutes §302A-482, that individual has the right to view the student's education records as the student's caregiver.

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Directory Information

FERPA requires that HIDOE, with certain exceptions, obtain your consent prior to the disclosure of personally identifiable information from your student's or your education records. However, HIDOE may disclose appropriately designated "directory information" without prior written consent, unless you have advised HIDOE to the contrary in accordance with HIDOE procedures. The primary purpose of directory information is to allow HIDOE to include information from your student's or your education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or eligible student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture or market class rings or publish yearbooks, online educational vendors providing assessments or curriculum, and institutions of higher learning for the limited purpose of encouraging college attendance, to facilitate awarding and/or recruitment of scholarships, and/or financial aid opportunities. If the school requires students to wear identification badges, directory information will be listed on a student's school identification badge.

In addition, two federal laws require HIDOE, which receives assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA), to provide military recruiters, upon request, with the following information - names, addresses and telephone listings for secondary students – unless a parent or eligible student have advised HIDOE that they do not want this information disclosed without their prior written consent.

HIDOE has designated the following information as directory information (HAR § 8-34-3):

- Address;
- Telephone number;
- Date and place of birth;
- Dates of attendance (i.e., enrollment/withdrawal dates);
- Grade (class) level;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Awards received, including honors and Certificates of completion (e.g. diploma);
- The most recent previous educational agency, institution, or school attended; and
- Graduation date.

If a parent or eligible student does not want HIDOE to disclose the information designated above as directory information from the student's education record without prior consent, then parents or eligible students must submit a legibly written, dated, and signed request to the school indicating so. Opt out requests will be accepted at any time during the school year and will be effective from the date of receipt at the school (i.e., prior disclosures will remain unless the material which contains the prior disclosure is reprinted). If a parent or eligible student does not file an opt out request, student information may be released to the extent that laws, regulations, or policies authorize such disclosure, without consent.

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Parents and eligible students should be aware that choosing to opt out will prevent the release, without prior written consent, to colleges, prospective employers, companies providing class rings or photographs, and to other organizations or individuals. The student's information would be kept out of the yearbook, school newspaper, graduation commencement program, sports activity sheets, honor roll, etc.

The "Notice for Directory Information" may be found on HIDOE's Student Privacy webpage.

What is the Protection of Pupil Rights Amendment (PPRA)?
PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

•Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parents; or
8. Income, other than as required by law to determine program eligibility.

•Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

•Inspect, upon request and before administration or use -

1. Protected information surveys of students, created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parent to the student when the student reaches 18 years of age or emancipated minor under Hawaii law.

HIDOE has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. HIDOE will directly notify parents of these policies at least annually, at the start of each school year, and after any substantive changes. HIDOE will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her student out of participation of the specific activity or survey. HIDOE will make this notification to parents at the beginning of the school year if HIDOE has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their student out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

The following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education; and
- Any non-emergency, invasive physical examination or screening as described above.

The "Notification for Rights Under the Protection of Pupil Rights Amendment (PPRA)" may be found on HIDOE's Student Privacy webpage. Parents who believe their rights have been violated under PPRA may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Email: PPRA@ED.gov

Phone: (202) 260-3887

Military Recruiters' Request for Information

HIDOE provides the local Inter-Service Recruitment Council, upon their request, with secondary students' names, addresses and telephone listings (including unlisted numbers) as required by the Every Student Succeeds Act (ESSA). Although military recruitment focuses their efforts on high school juniors and seniors, the law allows for the gathering of this information from the broad category of "secondary" students, defined as students in grades 7 through 12. If the parent of a secondary student or an eligible student does not want HIDOE to provide the requested information to military recruiters, the parent or eligible student must "opt out." Parents or eligible students must make a written request restricting the release of student information to military recruiters. The school will accept a signed and dated letter from the parent or eligible student. Alternatively, the school will accept a completed and signed HIDOE "opt-out" from. A pre-formatted "opt out" form is available at your school or may be found on HIDOE's Student Privacy webpage.

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Institutions of Higher Learning: Request for Student Information
ESSA requires HIDOE to provide to institutions of higher learning (IHL), upon their request, the name, address, and telephone number of secondary students in the 11th and 12th grade. In addition, HIDOE may share the names, addresses, and telephone numbers of 11th and 12th grade students to facilitate the awarding and/or recruitment of scholarship and/or financial aid opportunities. If the parent of a student or an eligible student does not want HIDOE to provide the requested information to IHL, the parent or eligible student must "opt out." Parents or eligible students must make and submit to the school a written request restricting the release of student's information to IHL. The school will accept a signed and dated letter from the parent or eligible student. Alternatively, the school will accept a completed and signed "opt-out" provided by HIDOE. A pre-formatted "opt out" form is available at your school upon request or may be found on HIDOE's Student Privacy webpage.

Complaints or Questions
Parents or eligible students who have questions or feel their rights have been violated may contact:

HIDOE:
Mail: Data Governance and Analysis Branch
Department of Education
P.O. Box 23804
Honolulu, HI 96804

Email: FERPA@k12.hi.us

Phone: (808) 784-6050

U.S. Department of Education
Mail: Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Email: FEPRA@ED.gov

Phone: (202) 260-3887

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Return <u>Required</u> Forms

Technology Responsible Use Form (RS 17-0052), required for students who enroll or transfer to a new school.

Student Publication/Audio/Video Release Form (RS 26-0618), required for ALL students.

Technology Responsible Use Guidelines

(for digital devices, network, and internet services owned and leased by the Hawaii State Department of Education for its students)

1) *Introduction*

The Hawaii State Department of Education (HIDOE) is committed to guiding students in their use of technology as a tool to support their achievement and encourages their use of HIDOE-owned or leased digital devices, network, and internet services for educational programs within the framework of its responsible use guidelines.

Parents and legal guardians (hereafter collectively referred to as "parent" or "parents"), with their child, should review the guidelines and sign the Technology Responsible Use Form ("TRUF"), which should be returned to the child's school by a date as specified by the school but not later than 30 days from date of distribution to the student. The signed forms constitute an understanding and an agreement to abide by all rules, regulations, and guidelines relating to the use of HIDOE-owned or leased digital devices, network, and internet services, which may be modified or expanded as needed by HIDOE. The most recent version of these guidelines is available using this QR Code:

2) *Using technology is a responsibility and opportunity for our students*

The use of HIDOE-owned or leased digital devices, network, and internet services is a privilege, not a right. The duty to educate students about responsible and appropriate use of the Internet and digital devices is shared by parents, teachers, and schools. It is the responsibility of students and parents to ensure that HIDOE-owned or leased digital devices, network, and internet services are used in accordance with these responsible use guidelines.

3) *Monitoring for student safety*

Devices and accounts accessing HIDOE Internet and Networks are the property of HIDOE. HIDOE monitors and reserves the right to monitor all such devices, networks, and internet activities by students. Students shall have no expectation of privacy in their use of HIDOE-owned digital devices, network, and internet services, including email and stored files. HIDOE at its discretion will alert appropriate law enforcement authorities of suspected illegal activity involving the use of the digital devices and network and internet services, and it is not required to obtain student or parent consent for such reporting. HIDOE reserves the right to review and remove any student's files and records used on HIDOE devices and accounts to maintain the integrity of the network, to repair a HIDOE digital device, investigate a violation of these guidelines, and to ensure that the digital device is being used responsibly.

4) *Consequences of violations*

When a student violates any part of these guidelines, all applicable laws and administrative rules shall apply, including but not limited to, Hawaii Administrative Rules (HAR), Title 8, Chapter 19, entitled "Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism." You can obtain a copy at from your school.

HIDOE shall determine the appropriate disciplinary action for any prohibited student conduct. HIDOE reserves the right without notice to freeze and delete an account that is engaging in activities that violate HIDOE's policy. HIDOE reserves the right to disconnect any device that is the source of spamming, malicious or suspicious activities without notice until the machine in violation is cleaned or fixed.

5) Online Educational Services

Students may be given assignments through online educational services, such as Google Apps for Education, Microsoft Office 365, and Blackboard. Access to these sites is monitored by HIDOE in order to provide a safe and secure learning environment for students. After obtaining parent consent, HIDOE may create student email addresses, login credentials (e.g., usernames and passwords), and/or online profiles to allow students to access certain sites/services; however, these addresses, credentials, and profiles will only be used for purpose of school assignments. A list of online educational services used by the school will be posted on the school's website or provided by the school upon request.

6) Guidelines for general use and care of HIDOE-owned or leased digital devices

A) Students will only use digital devices provided by HIDOE for school-related activities.

B) Students may only use electronic devices in the classroom authorized by the teacher.

C) An assigned HIDOE digital device may be used only by the assigned student. The assigned student shall not allow others to use the device.

D) The HIDOE/State and manufacturer's identification tags will not be tampered with or removed. No other stickers, ink, or any decorative items may be added to a student's assigned equipment (such as, but not limited to, the device, batteries, cords, and chargers).

E) Students will maintain the privacy and security of their usernames and passwords for the digital device and installed software and applications. Never share your username and password(s) with anyone (even best friends) other than your parents or guardian.

   i) In the event the student has forgotten their username or password, contact the teacher for assistance.

   ii) If the student's username or password has been locked or inadvertently shared with others, contact the teacher for assistance. The teacher may need to seek technical support.

F) HIDOE assumes no responsibility for any unauthorized charges made by students on HIDOE devices, internet services, and/or network included but not limited to credit card charges, long distance phone charges, equipment and line costs, or for any illegal use such as copyright violations.

G) Reporting damaged/lost devices, viruses, and other issues

   i) Students and their parents are personally responsible for the proper care, use, and handling of the assigned device and for knowing where it is at all times. Students are responsible for promptly taking damaged, broken, or non-working devices to the designated school personnel for repair. The parents of a student who is found responsible for the loss, destruction, breakage, or damage of school equipment (such as, but not limited to, the device, batteries, cords, and chargers) will be required to pay for the replacement equipment per HAR, Title 8, Chapter 57, entitled "Restitution for Damaged and Lost Books, Equipment, Supplies, and Outstanding Financial Obligations." or ask for a copy from your school. Replacement or repair cost depends on the severity of the damage.

   ii) If a student's device is lost or stolen, the student and/or parent are responsible for obtaining a police report within 24 hours of discovery of the loss/theft, immediately providing the school with documentation of the report, and cooperating fully with any subsequent investigation.

   iii) Students are requested to report any weaknesses/compromises in HIDOE's computer security, and any incidents of possible misuse or violation of this agreement to the proper authorities (teachers, principals, or vice principals).

   iv) Students and parents shall address all concerns regarding the use of the technology to the supervising teacher(s) and/or the school administrative staff.

7) Guidelines for appropriate and ethical use of HIDOE Internet and Network Services

A) Students will use HIDOE's internet and network services for educational purposes only. HIDOE may bar access by students to certain material which is not deemed educational. Students are forbidden from circumventing security measures on school or remote computers and the HIDOE network.

B) Use of the HIDOE network system in a manner that encumbers system and network resources to the point that usage causes interference with others' services is prohibited.

C) Students shall always cooperate with requests from teachers and other school administrators for information about the students' computing activities.

D) Protection of student personal information

i) Personal user accounts will not be used for instructional or educational purposes. Students will use a separate account(s) for school/educational purposes and maintain the privacy and security of their usernames and passwords for all internet, network, social media, and online/cloud services (such as, but not limited to, Google Apps for Education and Edmodo).

ii) HIDOE-assigned user accounts inactive for three or more months (i.e. no logins or file uploads) will be deleted as they pose a security risk and tie up valuable system resources.

iii) Students will not reveal his/her full name, home address or telephone number, or the personal information of others on the internet without permission from a supervising teacher. Students are not to meet people they have contacted through the internet without parent permission.

iv) Students are responsible for their account(s). Students should make appropriate use of the system and network-provided protection features and take precautions against others obtaining access to their computer resources. Individual password security is the responsibility of each user.

v) Students shall not use another user's account or password without proper authorization from their supervising teacher, other HIDOE administrator, or the system administrator.

vi) HIDOE makes no warranties of any kind, whether expressed or implied, regarding the use of HIDOE-owned or leased digital devices, Network, Internet, or the accuracy, correctness, completeness, or reliability of any information, files, or software. HIDOE will not be responsible for damages for any of the foregoing, including loss of data, non-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the internet is at the user's own risk.

vii) If a student believes that their user account and password has been compromised they should immediately contact their teacher or school administrator.

8) Unauthorized Uses of the Internet or HIDOE Digital Device

A) Obscenity and harassment

i) Students will not use the Internet for illegal, unethical, or obscene purposes. Students are to inform their supervising teacher if they access information or messages that are inappropriate or make them uncomfortable in any way. Use of the HIDOE network to post, send, or retrieve pornographic material, inappropriate text or graphic files, or files that could damage the network (i.e., files containing malware, worms, viruses) are prohibited.

ii) Students will not harass other users by sending unsolicited, commercial, annoying, obscene, libelous, offensive or threatening messages (such as, but not limited to, email, social network postings, and direct messages), or use any form of electronic media to harass another person or group (i.e., cyberbullying). Students are to report any conduct they feel can be defined as harassment to a teacher or school administrator immediately.

iii) Sending or receiving unlawful information via electronic communications, using electronic communications illegal in ways that violate local, state, federal or international laws or statutes are prohibited.

B) Copyright laws and plagiarism

i) Students will not plagiarize or download unauthorized copyrighted or licensed material. HIDOE is not responsible or liable for materials in violation of copyright laws. Users are responsible for the content of their postings and obtaining all necessary permissions or licenses for any material used.

ii) Students will not duplicate or distribute unauthorized copyrighted or licensed materials.

C) Downloading, accessing, or copying materials for non-educational purposes

i) Students will not download or install any software, apps, movies, or games onto the digital devices, or change system configurations.

ii) Students shall not make copies of system configuration files for their own unauthorized personal use or to provide to other people/users.

D) Commercial and political business

i) Students will not use the internet to access or disseminate “for profit” or commercial business material. No personal money-making activity may be conducted using HIDOE computing and networking resources.

ii) The HIDOE network and computing resources shall not be used for political lobbying or outside interests not related to HIDOE’s business.

E) Device and network security

i) Students shall not attempt to hack or otherwise breach security of any HIDOE-owned or leased digital devices, HIDOE servers, or any other user’s account.

ii) Students shall not download, install or run security programs or utilities which reveal weaknesses in and/or bypass the security of a system. Students will not attempt to circumvent or uninstall monitoring software from HIDOE-owned or leased devices. For example, the students shall not run password cracking programs on any of HIDOE’s computer systems or install rootkits which bypass system security.

F) Use of the HIDOE network or a HIDOE digital device for any unlawful purpose is prohibited.

Technology Responsible Use Form

(for digital devices, network, and internet services owned and leased by the Hawaii State Department of Education for its students)

Each student and his or her parent(s)/guardian(s) ("parent" or "parents") must review the *Technology Responsible Use Guidelines for digital devices, network, and internet services owned or leased by the Hawaii State Department of Education for its students,* known *as* "Technology Responsible Use Guidelines" or "TRUG", and sign this "Technology Responsible Use Form" or "TRUF" for access to digital devices, internet and network services, including online educational services.

STUDENTS who will be using Hawaii State Department of Education (HIDOE) owned or leased digital devices, network, and internet services:

- I have read the Technology Responsible Use Guidelines (*RS 22-0510*) in the separate document and agree to, and will abide by, its terms/guidelines stated therein, and as may be subsequently modified.

As a PARENT, I also agree that:

- I am responsible for monitoring my child's use of HIDOE-owned or leased digital devices outside of HIDOE property/school.
- HIDOE may bar access by students to certain material not deemed for educational purposes; however, I also understand it is impossible for HIDOE to restrict access to all controversial and inappropriate materials. Therefore, I will hold harmless HIDOE and its employees from any cause of action related to my child obtaining access to materials or software which may be deemed inappropriate.
- I have discussed the TRUG with my child and, therefore:
  - If available at the school, I agree that my child be assigned a HIDOE-owned or leased digital device;
  - I agree that my child be allowed access to HIDOE's internet/network services; and
  - I agree that my child be allowed access to the online educational services provided by the school.
- I understand that all software loaded on the device upon issuance to the assigned student is the property of the HIDOE. Copying this software to another device is not permitted and may violate copyright laws. Students/parents should not download or install any software on this device other than printer drivers for home printing or software specifically for access to a home network.
- By signing below, I, in consideration of HIDOE providing my child with HIDOE network and Internet access, agree to indemnify HIDOE for any losses, costs, or damages (including reasonable attorney fees) incurred by HIDOE relating to, or arising out of, any breach of these or other HIDOE rules by the student in using HIDOE-owned or leased digital devices, Network, and Internet. I shall assume responsibility for any damages to HIDOE-owned or leased digital devices while the student is using it, including paying for repairs.
- HIDOE assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment on-line costs. Ordinary internet and network access and use will incur no such charges. Any such charges are the responsibility of the parent signing below.

This TRUF is valid for the student while attending _____, unless rescinded by the parent or the TRUG has been revised.
(school name)

Student Signature	**Printed Name & Student ID#**	**Date**
Parent/Guardian Signature	**Printed Name**	**Date**
Parent/Guardian Signature	**Printed Name**	**Date**

Form SP/VR

State of Hawaii Department of Education

Student Publication/Audio/Video Release Form-General

This form supersedes all previous Student Permission to Videotape/Record, Reproduce Work and Student Publication/Audio Release Forms.

Note: This form does not apply to the creation or use of digital or print media of students for research purposes, including post- secondary degree requirements. For more information about research visit HIDOE's Research webpage (https://hawaiipublicschools.org/data-reports/research-and-data-requests/?highlight=research) or utilize this QR code:

In order to protect students' rights to privacy as outlined in the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA), parents/guardians or eligible students (those aged 18 or over) are being asked to give the Hawaii State Department of Education (HIDOE) permission to create and/or use digital/electronic or print media of students' name, voice, likeness or images of student work for the purposes described in this form.

I hereby give my permission to HIDOE to create or use the media described above of my child (if parent/guardian)/me (if eligible student) or my child's/my work- video and audio recordings, photographs, and images - for the following educational purposes:

- Publication on HIDOE's websites, social media accounts, or other digital/electronic media, or in print
- HIDOE staff professional development, including peer and advisory observations
- Training within HIDOE schools related to preparation programs
- Participation in distance learning lessons or school activities

I understand that the distribution of these media may include print, online, or digital/electronic media and open-circuit broadcast, closed-circuit, or cable television transmission within or outside of the State of Hawaii.

I understand that there will be no compensation, financial or otherwise, by HIDOE for its use of these media, either for initial or subsequent transmission or playback.

I understand that granting permission includes a potential risk of loss of privacy. I hereby release HIDOE from any liability resulting from or connected with the creation or use of these media. I understand that permission is granted for the life of the media. I release all interest in the media for which I am giving permission.

I understand that I may withdraw my permission at any time without any negative consequences by submitting a written statement to my child's/my school. I understand that withdrawing consent will not affect my child's/my standing in school, nor any publication or work using these media which has already been produced.

☐ Yes ☐ No HIDOE has my permission to create or use digital or print media of my child's/my name, voice, likeness or images of my child's/my work exclusively for the non-commercial, educational purposes stated above.

This form is valid for the student while attending the below-listed school, unless rescinded by the parent or eligible student, the student exits the below-listed school, or revision of the Student Publication/Audio/Video Release Form (RS 26-0618). By signing this form, I agree to the terms and conditions stated in this form, unless I check the "no" box.

Student's Name (Please Print) _____ Parent/Guardian (Please Print) _____

School _____ Parent/Guardian's Signature & Date _____

Home Address: Street number, street name _____ City, State, Zip Code _____

Student Publication/Audio/Video Release-General (RS 26-0618)

By providing Hawaii Department of Education (HIDOE) your permission, the student's names and/or likenesses, photo, video, and/or audio may be used in HIDOE school-related publication print and analog/digital media.

Potential HIDOE uses:

- A playbill, showing the student's role in a drama production
- Annual yearbook
- Honor roll or other recognition lists and programs
- Graduation programs and announcements
- Sports activity programs or sheets, such as for wrestling, showing weight and height of student
- School newsletters
- Audio and video recordings to aid with reinforcing appropriate behaviors
- Audio and video recordings capturing those memorable moments, such as graduation ceremonies and May Day and other holiday programs or school events
- Student photographs for classroom, teacher, school and/or HIDOE use
- Officially recognized activities and events
- Participation in distance learning lessons or school activities

Hawaii student teachers participating in educator preparation programs and staff in professional development courses within the HIDOE may have access to student work and/or other student publications during the course of their studies.

By checking "yes" and signing the Student Publication/Audio/Video Release Form (RS 26-0618), parents, guardians, and eligible students provide permission for all potential HIDOE uses for HIDOE non- commercial, educational purposes and cannot select individual items.

By checking "No" and signing the Student Publication/Audio/Video Release Form (RS 26-0618), HIDOE and school will not publish or display the student's photo, names, their school work, and any recordings, including but not limited to, the potential HIDOE uses listed on the front and back of this form.

This form is valid for the student while she/he attends the school listed on the front of the form, and where the form was turned into, unless rescinded by the parent or eligible student or revision of the Student Publication/Audio/Video Release Form (RS 26-0618).

Please visit our Student Privacy webpage for more information and to access translations of this form: https://hawaiipublicschools.org/useful-links/policies/student-privacy/?highlight=student%20privacy

Or utilize this QR code:

Return <u>Optional</u> Forms

Student Publication/Audio/Video Release for Events/Activities Form (RS 26-0619), for students who request to override their permission on RS 26-0618 form.

Military Recruiters Opt Out Form (RS 17-0925), for Grade 7-12 students.

Institutions of Higher Learning Opt Out Form (RS 19-0774), for Grade 7-12 students.

State of Hawaii
Department of Education

Student Publication/Audio/Video Release Form-Event

This form supersedes all previous Student Permission to Videotape/Record, Reproduce Work and Student Publication/ Audio/Video Release Form-Event Forms related to the same purpose or event.

Note: This form does not apply to the creation or use of digital or print media of students for research purposes, including post- secondary degree requirements. For more information about research visit HIDOE's Research webpage (https://hawaiipublicschools.org/data-reports/research-and-data-requests/?highlight=research) or utilize this QR code:

In order to protect students' rights to privacy as outlined in the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA), parents/guardians or eligible students (those aged 18 or over) are being asked to give the Hawaii State Department of Education (HIDOE) permission to create and/or use digital/electronic or print media of students' name, voice, likeness or images of student work for the purposes described in this form.

Check one: ☐ **YES**, I agree to the provision above and HIDOE has ☐ **NO**, HIDOE does not have	my permission to create or use digital or print media of my child's/my name, voice, likeness, or images of my child's/my work exclusively for the educational purpose listed below:

This for is valid for the purpose or event occurring on the date(s) listed below:

Purpose or Event: _____

_____

_____

Date(s) of Purpose or Event: _____

I understand that there will be no compensation, financial or otherwise, by HIDOE for its use of these media, either for initial or subsequent transmission or playback.

I understand that granting permission includes a potential risk of loss of privacy. I hereby release HIDOE from any liability resulting from or connected with the creation or use of these media. I understand that permission is granted for the life of the media. I release all interest in the media for which I am giving permission.

I understand that I may withdraw my permission at any time without any negative consequences by submitting a written statement to my child's/my school. I understand that withdrawing consent will not affect my child's/my standing in school, nor any publication or work using these media which has already been produced.

Student's Name (Please Print)	Parent/Guardian/Eligible Student Name (Please Print)
School	Signature
Home Address	Date
City, State, Zip Code	

Student Publication/Audio/Video Release-Event (RS 26-0619)

By providing Hawaii Department of Education (HIDOE) your permission, the student's names and/or likenesses, photo, video, and/or audio may be used in HIDOE school-related publication print and analog/digital media.

Potential HIDOE uses:

- A playbill, showing the student's role in a drama production
- Annual yearbook
- Honor roll or other recognition lists and programs
- Graduation programs and announcements
- Sports activity programs or sheets, such as for wrestling, showing weight and height of student
- School newsletters
- Audio and video recordings to aid with reinforcing appropriate behaviors
- Audio and video recordings capturing those memorable moments, such as graduation ceremonies and May Day and other holiday programs or school events
- Student photographs for classroom, teacher, school and/or HIDOE use
- Officially recognized activities and events
- Participation in distance learning lessons or school activities

Hawaii student teachers participating in educator preparation programs and staff in professional development courses within the HIDOE may have access to student work and/or other student publications during the course of their studies.

By checking "Yes" and signing the Student Publication/Audio/Video Release Form (RS 26-0619) parents, guardians, and eligible students provide permission for the potential HIDOE uses as described in the front under "Purpose or Event" for HIDOE non-commercial and/or educational purposes.

By checking "No" and signing the Student Publication/Audio/Video Release Form (RS 26-0619), HIDOE and school will not publish or display the student's photo, names, their school work, and any recordings related to the "Purpose or Event" described in the front.

If parent, guardians, or eligible students do not turn in the signed release form or the form is signed but neither the "yes" or "no" boxes are checked, HIDOE or the school will return the form to be completed in full. School is required to make every reasonable attempt to notify the parent/guardian or eligible student of the activity and to obtain signature and consent.

Please visit our Student Privacy webpage for more information and to access translations of this form: https://hawaiipublicschools.org/useful-links/policies/student-privacy/?highlight=student%20privacy

Or utilize this QR code:

STATE OF HAWAII
DEPARTMENT OF EDUCATION

Notice to Parents, Guardians, and Eligible Students: Military Recruiters' Request for Student Information

The Every Student Succeeds Act of 2015 (ESSA), requires all local education agencies, including the Hawaii Department of Education (DOE), to provide to military recruiters, upon their request, the name, address, and telephone number of secondary school students. Although military recruiters focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from the broad category of "secondary" students. Secondary school students are defined as students enrolled in middle, intermediate and high schools. It also applies to students in grades 7 through 12 in combination elementary/secondary schools (e.g., K-7, K-8, K-9, K-11, K-12, 7-12).

If any eligible student (18 years of age) or the parent/guardian of a secondary student does not want the DOE to provide the requested information to military recruiters, the eligible student or the parent/guardian must "opt out" of providing such information. To do this, a legible, signed written request needs to be submitted to the school office by the eligible student or parent/legal guardian. The request must contain the school name and the student's name and birth date. The DOE has developed an "opt out" form for military recruiting to facilitate such a request from eligible students or their parents/guardians of students.

"Opt out" requests will be accepted at any time during the school year. Parents, guardians, or eligible students should file an "opt out" request within 10 working days after enrollment. If a request is submitted after student information has been turned over to the military's Inter-Service Recruitment Council (IRC), the "opt out" request will apply to future information DOE submits to the IRC. If a parent, guardian, or eligible student does not file an "opt out" request, student information may be released to the extent that laws, regulations, or policies authorize such disclosures without consent.

The school will keep a copy of your request on file. If an "opt out" for military recruiters was filed with the school in previous school years, the request will be honored until the student leaves Hawaii's DOE public school system or until the submitter rescinds the "opt out" request.

Please visit our Student Privacy webpage for more information and to access translations of this form:
https://hawaiipublicschools.org/useful-links/policies/student-privacy/?highlight=student%20privacy

Or utilize this QR Code:

RS 26-0617 (Rev. of RS 22-0512) January 2026

STATE OF HAWAII
DEPARTMENT OF EDUCATION

OPT OUT FORM

for non-disclosure of a secondary school student's name, address, and telephone listing to **military recruiters**

The Every Student Succeeds Act of 2015 (ESSA) requires school districts to release the names, addresses, and telephone listings (including unlisted numbers) of secondary school students to military recruiters upon their request unless the parent/legal guardian of a student or an eligible student (a student who is at least 18 years of age) requests that the student's contact information not be released without the prior written consent of the eligible student or parent/legal guardian of a student. ESSA requires school districts to inform secondary students and the parent/legal guardians of students their right to opt out of information being shared with military recruiters upon their request.

If this form is completed, signed, and returned to the student's school, the school and school district shall not release the student's name, address, and telephone listing to military recruiters without prior written consent of the eligible student or the parent/legal guardian.

To initiate the "opt out" request, this form should be completed and signed by EITHER the student's parent/legal guardian OR the eligible student.

Student's Name (please print) _____

School _____

Date _____

Check the appropriate box:

☐ As a parent/legal guardian of this student, I am exercising my "opt out" right to direct that my child's school and school district shall not release the student's name, address, and telephone listing to military recruiters without my prior written consent.

I understand that if I do not "opt out", then information will be released to military recruiters upon their request.

Parent/Legal Guardian's Signature _____

Printed Parent/Legal Guardian's Name _____

OR

☐ As a eligible student, I am exercising my "opt out" right to direct that my school and school district shall not release my name, address and telephone listing to military recruiters without prior written consent.

I understand that if I do not "opt out", then information will be released to military recruiters upon their request.

Eligible Student's Signature _____

School Use Only

Student's ID # _____

School Code _____

RS 17-0925, March 2017

STATE OF HAWAII
DEPARTMENT OF EDUCATION

Notice to Parents, Guardians, and Eligible Students: Institutions of Higher Learning Request for Student Information

The Every Student Succeeds Act of 2015 (ESSA) requires all local education agencies, including the Hawaii Department of Education (HIDOE) to provide to institutions of higher education, upon their request, the name, address, and telephone number of secondary school students. Although post-secondary institutions of higher learning focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from the broad category of "secondary school students." Secondary school students are defined as students enrolled in middle, intermediate and high schools. In combination elementary/secondary schools, it applies to students in grades 7 through 12 (e.g., K-7, K-8, K-9, K-11, K-12, 7-12). HIDOE may share the names, addresses, and telephone numbers of 11th and 12th grade students with institutions of higher learning to facilitate awarding and/or recruitment of scholarship and/or financial aid opportunities.

If any eligible student (a student who is at least 18 years of age) or the parent/legal guardian of a secondary school student does not want HIDOE to provide the requested information to institutions of higher learning, the eligible student or parent/legal guardian must "opt out" of providing such information. To do this, a legible, signed, and dated written request needs to be submitted to the school office. The request must contain the school name and the student's name. Although not legally required, HIDOE has developed an "opt out" form for institutions of higher learning to facilitate response from eligible students or the parents/legal guardians of students.

If a parent, legal guardian, or eligible student wishes to withhold this information from institutions of higher learning, the parent, legal guardian, or eligible student should file a request for non-disclosure within 10 working days after enrollment, if the student has not been previously enrolled or by September 1. However, requests for non-disclosure will be accepted at any time during the school year. If a request has been submitted after student information has been turned over to institutions of higher learning, the request for non-disclosure will apply to future information HIDOE submits to institutions of higher learning. If a parent, legal guardian, or eligible student does not file a request for non-disclosure, student information may be released to the extent that laws, regulations, and/or policies authorize such disclosures without consent.

The school will keep a copy of your request on file. If an "opt out" for institutions of higher learning was filed with the school in previous school years, the request will be honored until the student leaves HIDOE public school system or until the “opt out” request is rescinded.

Please visit our Student Privacy webpage for more information and to access translations of this form: https://hawaiipublicschools.org/useful-links/policies/student-privacy/?highlight=student%20privacy

Or utilize this QR Code:

RS 26-0621 (Rev. of RS 22-0507) January 2026

STATE OF HAWAII
DEPARTMENT OF EDUCATION

OPT OUT FORM

for non-disclosure of a secondary school student's name, address, and telephone listing to institutions of higher learning

The Every Student Succeeds Act of 2015 (ESSA) requires local education agencies, including the Hawaii Department of Education (HIDOE), to release the names, addresses, and telephone numbers of secondary school students to institutions of higher learning upon their request unless an eligible student (a student who is at least 18 years of age) or the parent/legal guardian of a student requests that the student's contact information not be released without the prior written consent of an eligible student or parent/legal guardian of a student. HIDOE telephone listings include unlisted numbers. ESSA requires HIDOE to inform eligible students and parents/legal guardians of students of their right to request to withhold this information from institutions of higher learning. HIDOE may share the names, addresses, and telephone numbers of 11th and 12th grade students to facilitate awarding and/or recruitment of scholarship and/or financial aid opportunities.

If this form is completed, signed, and returned to the student's school, the school and HIDOE shall not release the student's name, address, or telephone listing to institutions of higher learning without prior written consent of the eligible student or parent/legal guardian of a student.

This form must be completed and signed by EITHER the eligible student or by the student's parent/legal guardian.

Student's Name (please print) _____

School _____

Date _____

Check the appropriate box:

☐ As a parent/legal guardian of the above-listed student, I am exercising my "opt out" right to direct that my child's school and HIDOE shall not release my child's name, address, or telephone number to institutions of higher learning without my prior written consent. I further direct that my child's school and HIDOE shall not release my child's name, address, or telephone number to institutions of higher learning to facilitate the awarding and/or recruitment of scholarship and/or financial aid opportunities without my prior written consent.

I understand that if I do not request to withhold my child's information, then information will be released to institutions of higher learning recruiters upon request.

Parent/Legal Guardian's Signature _____

Printed Parent/Legal Guardian's Name _____

OR

☐ As an eligible student, I am exercising my right to direct that my school and HIDOE shall not release my name, address or telephone number to institutions of higher learning without my prior written consent. I further direct that my school and HIDOE shall not release my name, address, or telephone number to institutions of higher learning to facilitate the awarding and/or recruitment of scholarship and/or financial aid opportunities without my prior written consent.

I understand that if I do not request to withhold my student information, then information will be released to institutions of higher learning recruiters upon request.

Student's Signature _____

School Use Only

Student's ID # _____

School Code _____

RS 19-0774, (Rev. of RS 17-0926) March 2019