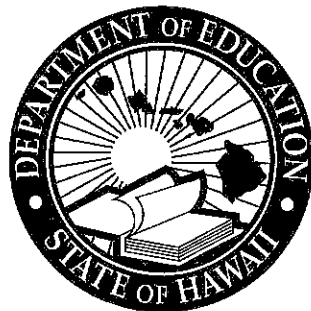


Student Information Privacy



**Documents, Notices and Forms
For School Year 2021-2022**



**STATE OF HAWAII
DEPARTMENT OF EDUCATION &
PUBLIC CHARTER SCHOOLS**

Table of Contents

Department of Education Superintendent Letter	1
Quick Guide to Student Information Privacy RS 17-0921.....	3
Required	
Technology Responsible Use Guidelines RS 17-0051.....	9
Technology Responsible Use Form RS 17-0052.....	13
Student Publication/Audio/Video Release Form RS 21-0480	Insert
Optional	
Student Publication/Audio/Video Release for Events/Activities Form RS 21-0479	17
Military Recruiters' Request for Student Information Notice RS 17-0922	19
Military Recruiter Opt Out Form RS 17-0925	21
Higher Learner Recruiters' Request for Student Information Notice RS 19-0773	23
Higher Learner Recruiter Opt Out Form RS 19-0774	25
Contact.....	27



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. Box 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

August 5, 2021

Dear Parents, Guardians, and Eligible Students:

As part of its responsibility to provide effective and efficient educational services to students, Hawaii public schools have the responsibility of maintaining student privacy rights. Federal laws require that Hawaii public schools receiving federal funds annually notify parents, guardians, and eligible students about their privacy rights under the Family Educational Rights and Privacy Act, and the Protection of Pupil Rights Amendment. Therefore, at the beginning of each school year, students receive many pertinent notices, forms, and documents for review and signature that must be returned to the schools.

Please review and return the following signed forms related to student privacy to school:

Required:

- Technology Responsible Use Form (RS 17-0052), **required** when the student enrolls or transfers to a new school
- Student Publication/Audio/Video Release Form (RS 21-0480), **required** when the student enrolls or transfers to a new school*

*Please note: This form was revised for School Year 2021-2022 (SY 21-22). Starting in SY 21-22, Student Publication/Audio/Video Release Form (RS 21-0480) will be valid as long as a student is attending the school listed on the form, unless it is rescinded by the parent or eligible student or the student exits the school listed on the form.

Optional:

- Student Publication/Audio/Video Release for Events/Activities Form ******(RS 21-0479), used in conjunction with RS 21-0480
- Military Recruiters Opt Out Form (RS 17-0925), for secondary school (Grade 7-12) students
- Institutions of Higher Learning Opt Out Form (RS 19-0774), for secondary school (Grade 7-12) students

**Please note: This form was revised for SY 21-22 to make it consistent with RS 21-0480.

Student privacy information is additionally available online at <http://bit.ly/FERPAHI>. Should you have questions or concerns, please contact Ms. Jessica Honbo, Student Information Privacy Specialist, Data Governance and Analysis Branch, Office of Strategy, Innovation and Performance, at (808) 784-6050 or via email at FERPA@k12.hi.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Christina M. Kishimoto".

Dr. Christina M. Kishimoto
Superintendent

CMK;jh

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER



PARENT NOTIFICATION

QUICK GUIDE TO

Student Information Privacy

For more information on privacy rights and laws, and how to exercise your rights, contact your school administrator or visit:

<http://bit.ly/FERPAHI>

This brochure is a condensed version of the Parent Notification & Guide to Student Information Privacy in Hawaii Public Schools and is available online at bit.ly/FERPAHI or you may obtain a hardcopy from the school.

What is FERPA?

Family Educational Rights and Privacy Act (FERPA) is a federal law that protects students' personally identifiable information (PII) and any information directly related to a student that is maintained in student education records. Schools, Complex Area offices, District offices, and state offices in the Hawaii State Department of Education (HIDOE) maintain student information in:

- paper formats, e.g., cumulative, Special Education, and English Language Learner files; and
- electronic formats, e.g., Longitudinal Data System, Student Information System, and electronic Comprehensive Student Support System.

These records may contain contact information, enrollment forms, report cards, transcripts, disciplinary letters, and more. PII includes any information which can be linked to a specific student, and which would allow a reasonable person in the community to identify the student. Parents, guardians, and eligible students (those 18 and older) may:

- inspect and review student's education records by submitting a written request to the school principal that identifies the record(s) they wish to inspect; request the amendment of the student's education record to correct inaccurate or misleading information, or correct a violation of the student's privacy rights under FERPA;
- provide written consent before the school releases information contained in the student's education record; and
- file a complaint with HIDOE and/or the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

Parents, guardians, or eligible students may make their written requests directly to the school when requesting to inspect, review or amend records or to provide consent to release records.

Who is responsible for protecting student information?

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

Who may have access to student education records and PII?

Generally, HIDOE must have written permission from the parent, guardian or eligible student in order to disclose PII or information from a student's education record to non-HIDOE personnel. School officials may, if they have legitimate educational interest or to fulfill their professional responsibility, have access to those records without consent. Some examples:

- To analyze data to improve teaching and learning;
- To manage HIDOE operations;
- To evaluate student, teacher, school and program outcomes;
- To provide supports or services to students, teachers and schools; and
- To ensure records are accurate.

When is consent not required to release student information?

Generally, PII and information from a student's education record cannot be shared without consent, but there are several cases where FERPA regulations allow HIDOE to share records without consent. HIDOE makes every effort to ensure student information privacy is protected, and to notify parent, guardians, and eligible students when information is going to be shared and why. The most common situations include:

- **School Officials.** Individuals designated as school officials by HIDOE may, if they have legitimate educational interest, receive student information without parent, guardian, or eligible student consent. HIDOE encourages staff in our public schools to share student data with colleagues in order to conduct evaluations of programs and student performance to improve outcomes and opportunities for students.
 - A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member, persons employed by the Hawaii State Department of Health who attends to students, or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who 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; a parent or student volunteering to serve on an official school committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional educational responsibility.

- **Directory Information.** HIDOE may designate some information as Directory Information, which may be released without consent, unless the parent, guardian, or eligible student has requested that information not be shared -- this request is sometimes called an "opt out" request. Releasing Directory Information is not considered harmful or an invasion of privacy.

Directory information is typically used in school publications, such as:

- A playbill, showing the student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

HIDOE has designated the following information as Directory Information:

- Student's name
- 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, 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
- Graduation date

If a parent, guardian, or eligible student submits a written request for non-disclosure, sometimes referred to as an "opt out," HIDOE may not disclose any or part of the student's directory information per the non-disclosure request. The school will accept a signed and dated letter from the parent, guardian, or eligible student. More information regarding Directory Information and how to opt out is available online at <http://bit.ly/hidoedirectoryinfo> or if you wish to obtain a hardcopy, please contact the school.

- **Transfer of Education Records.** HIDOE may disclose education records to another school or post-secondary institution at which the student seeks or intends to enroll or transfer, if the disclosure is for purposes of the student's enrollment or transfer.
- **Health or Safety Emergency.** HIDOE may disclose information from education records in order to protect the health or safety of students or other individuals in the event of an impending or actual emergency or natural disaster.
- **State and Federal Agencies.** HIDOE may release education records to authorized representatives of the United States Comptroller General, Attorney General, or Secretary. HIDOE may also release education records to state and educational authorities.
- **Audits, Accreditation, Studies and Evaluations.** An individual, company, or organization conducting an audit, accrediting functions, study or evaluation on behalf of HIDOE may receive information from student education records if they only use the information for a specified purpose, and may not reuse that information or share it with another individual, company, or organization. They also may not use that information for marketing purposes.

What is the Protection of Pupil Rights Amendment (PPRA)?

The federal PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information. These include, but are not limited to, the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas if it is supported by the U.S. Dept. of Education:
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sexual behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or student's parents; or
 - Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
 - Any other protected information survey, regardless of funding;
 - 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
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use:
 - Protected information surveys of students, created by a third party;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

HIDOE will notify parents of students who are scheduled to participate in specific activities or surveys that involve one or more of the

protected areas listed above and will provide an opportunity for the parent to opt his or her child out of participation.

Notification for Rights Under the PPRA can be found at <http://bit.ly/hidoeppra> or by contacting the school office.

How to File a Complaint

Parents who believe their rights have been violated under FERPA or PPRA may file a complaint with:

STATE DOE by mail:

Data Governance and Analysis Branch
Department of Education
P.O. Box 2360
Honolulu, Hawaii 96804

STATE DOE by email:

A complaint may also be filed electronically via email, at FERPA@k12.hi.us.

Parents may also file a complaint with the U.S. Department of Education office that administers FERPA:

FEDERAL DOE by mail:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington, DC 20202-5901

How does HIDOE use student data to improve?

HIDOE shares student information across schools in the state in order to evaluate and improve instruction, and thereby provide better educational opportunities and outcomes for students. This sharing takes several forms:

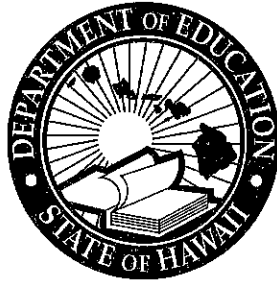
- A student's past history is shared "forward" with the school officials in the school and Complex Area that she is now enrolled in or intends to enroll in. This ensures that the student's needs are met despite her transition. This process helps schools plan for incoming students.
- Data on current students are shared "back" to the school officials in the school and Complex Area a student was in during previous years to enable school officials to reflect on the policies and practices that may have affected a particular student's outcomes.
- Student data are analyzed at the Complex Area and State level to help determine which policies are effective and which need to be changed.



Return Required 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 21-0480), 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 at <http://bit.ly/FERPAHI>.

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." Those can be viewed here (<http://bit.ly/HIDOECH19>) or you can obtain a copy at 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." View Chapter 57 here: <http://bit.ly/8HAR57> or ask for a copy at 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.

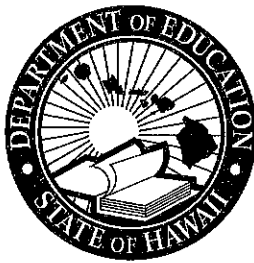
D) Commercial and political business

- 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 17-0051) 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

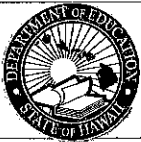


Return Optional Forms

Student Publication/Audio/Video Release for Events/Activities Form (RS 21-0479), for students who request to override their permission on RS 21-0480 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 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 visit: <http://bit.ly/HIDOERESEARCH> or <http://www.hawaiipublicschools.org/VisionForSuccess/SchoolDataAndReports/HawaiiEdData/Pages/Data-Requests.aspx>

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 form 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 21-0479)

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 21-0479) 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 21-0479), 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.



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. The form can be downloaded from the DOE web page at <http://bit.ly/MILOUTHI>.

"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.



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.

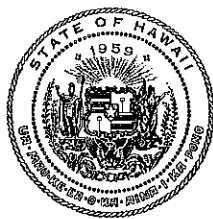
I understand that if I do not "opt out", then information will be released to military recruiters upon their request.

Eligible Student's Signature _____

School Use Only

Student's ID # _____

School Code _____



STATE OF HAWAII
DEPARTMENT OF EDUCATION

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

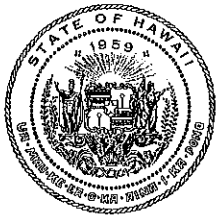
The Every Student Succeeds Act of 2015 (ESSA) requires all local education agencies, including the Hawaii Department of Education (HIDOE) to provide to institutions of higher education, upon their request, the name, address, and telephone number of secondary school students. Although post-secondary institutions 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 to facilitate response from eligible students or the parents/legal guardians of students. The form can also be downloaded from the HIDOE web page at <http://bit.ly/FERPAHI>.

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.

Translations of this document are available in 14 other languages at <http://bit.ly/FERPAHI>



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 _____

For more information on privacy rights and laws, contact the school administrator or visit:

<http://bit.ly/FERPAHI>