



STATE OF HAWAII
DEPARTMENT OF EDUCATION

Notice to Parents, Guardians, and Eligible Students: Directory Information

DIRECTORY INFORMATION – The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that the Hawaii Department of Education (HIDOE), with certain exceptions, obtain parent, guardian, or eligible student (18 years of age or older or emancipated) consent prior to the disclosure of personally identifiable information (PII) from the student's education records. However, HIDOE may disclose appropriately designated "directory information" without written consent unless the parent, guardian, or eligible student informs HIDOE in writing that they do not wish the student's directory information to be released per the "How to Opt-Out or Request Non-Disclosure" section below. The primary purpose of directory information is to allow the Department to include this type of information from the student's education records in certain school publications. Examples include, but are not limited to:

- 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.

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, guardian'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, and colleges and universities.

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 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
- Graduation date

HOW TO "OPT OUT" OR REQUEST NON-DISCLOSURE

Parents, guardians, and eligible students may indicate their desire to opt out of disclosure of directory information by submitting a legibly written and signed request to the school. The request must contain the school name and the student's name and birth date. You will need to indicate whether ALL directory information or specify which directory information categories should not be disclosed.

Parents, guardians, and eligible students may indicate their desire to opt-out of disclosure of directory information on Form [new form], or submit a legibly written and signed request to the school. The request must contain the school name and the student's name and birth date. Parents, guardians, and eligible students will need to indicate whether ALL directory information or specify which directory information categories should not be disclosed.

Parents, guardians, and eligible students should be aware that if they chose to withhold or opt-out of ALL directory information categories, this would prevent the release, without prior consent, to colleges, prospective employers, companies providing class rings or photographs, and to other organization or individuals. The student's information would be kept out of the yearbook, school newspaper, commencement program, sport activity sheets, honor roll, etc. In other words, this is a "total black out." The parent, guardian, or eligible student would have to consent to each requested release.

Parents, guardians, or eligible students should file the request for non-disclosure within 10 working days after enrollment, if the student has not been previously enrolled, or by September 1st. However, requests for non-disclosure will be accepted at any time during the school year. If a parent, guardian, or eligible student does not file a request for

non-disclosure, student information may be released to the extent that laws, regulations, or policies authorize such disclosure without consent.

Translations of this document are available in 14 non-English languages, located online at <http://bit.ly/FERPAHI>.

RS 16-0486, October 2015 (Rev. of RS-12-1051)



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DEPARTMENT OF EDUCATION

**Notification of Rights Under the
Protection of Pupil Rights Amendment (PPRA)**

The federal PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include 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 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 obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
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 parents to a student who is 18 years old or an emancipated minor under State law.

The Hawaii Department of Education (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 of the specific activity or survey. HIDOE will make this notification to parents at the beginning of the school year if it 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 that involve one or more of the protected areas and be provided an opportunity to opt their child out, as well as an opportunity to review any pertinent surveys. The following are the general categories of activities or surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution,
- Administration of any protected information survey,
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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






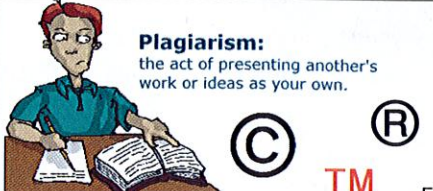
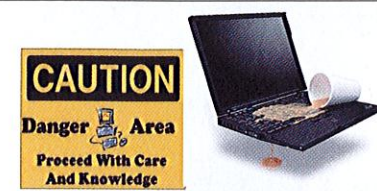
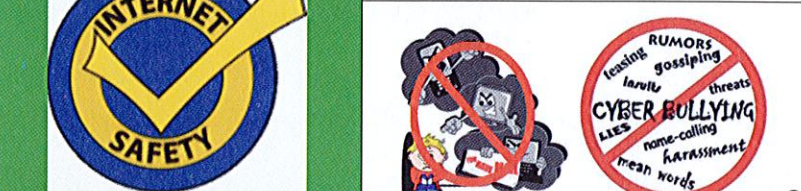



Elementary Student Brief Summary of the
Technology Responsible Use Guideline (TRUG)

1. The digital device must be used only for school-related activities.
2. Close or put away the digital device in a safe place when you eat, drink, or will be away for a while. Leaving it outside on a bench or on the ground next to your backpack is not a secure place. Charge your device to be used the next school day. Make sure your power cord is not stretched across the floor. This can cause someone to trip or the device to fall off a table. Use a case or bag with your device and keep it dry at all times.
3. Do not share your name, home address, email address, phone number,, and any information about you with others on the Internet or on Social Media - like Facebook, Instagram, Snapchat, and the other outlets. Do not give out your password to anyone (even your best friend) other than your parents or guardian.
4. Never send a picture of yourself to anyone without the permission of your parents or guardian.
5. You may connect to the school's Internet when you have permission from a teacher or your parent/guardian when not at school. A teacher or school staff member will supervise and monitor the student using the Internet in school.
6. Open and look at any files or data that only belong to you, or that your teacher asks you to view.
7. Click Copy, Download, Accept, Launch, Join, Like, and other Internet buttons and websites only if your teacher tells you it's okay to do so.
8. Copying information from the Internet and not referencing the source in your work is called plagiarism. Plus, the Internet information may not be true.
9. Never meet in person with anyone you met on the Internet without first checking with your parents or guardian. If someone from the Internet or Social Media asks to meet you, tell your parents or guardian right away. Some people may not be who they say they are.
10. Treat others online, the way you want to be treated. If you think you or your friends are being cyberbullied, tell your teacher or school administrator. Examples of cyberbullying are when someone bothers you, calls you names, threatens you, and/or picks on you while you are online.
11. Use good manners and good computer behaviors. Anything you post online will be viewed by others. Before posting something online, always question yourself, "Will my parents, grandparents, or teachers be proud of what I posted". Being a good online citizen means not doing anything that hurts others or is against the law.
12. If you forget your password, ask your teacher for help.

Answer Key: 1H, 2B, 3J, 4G, 5C, 6A, 7I, 8D, 9E, 10F





TRUG Elementary Student Matching Activity

GLO 6 – Effective and Ethical User of Technology

 <p style="text-align: right;">A</p>	 <p style="text-align: center;">With Parent or Teacher permission</p> <p style="text-align: right;">B</p>	 <p style="text-align: right;">C</p>
 <p style="text-align: right;">D</p>		 <p style="text-align: center;">Plagiarism: the act of presenting another's work or ideas as your own.</p> <p style="text-align: right;">E</p>
 <p style="text-align: right;">F</p>	 <p style="text-align: right;">G</p>	<p style="text-align: center;">Ask A Teacher or Parent</p>  <p style="text-align: right;">J</p>
 <p style="text-align: right;">H</p>	 <p style="text-align: center;">Why is this so slow?</p> <p style="text-align: right;">I</p>	

Do the ETHICAL thing

Match the picture letter with the best fitting numbered items below:

1. _____ Never share your name, email address, password and other personal information online even if they ask. Only share it with your teacher and your parent/guardian.
2. _____ Ask your parent/guardian or teacher for the okay to post anything on social networks.
3. _____ Do not click     without checking first with this person.
4. _____ You should not make nor should you receive threats, bullying or any of the actions in this picture while on the Internet and computer. Tell a teacher or your parent.
5. _____ These are pictures of devices talking to each other and is called "networking".
6. _____ These are examples of electronic devices or digital devices. Some may not be used during school time, unless it is an emergency.
7. _____ Having too many devices online at the same time will slow down the network for every student and teacher in the school. Only use your assigned school digital device during class.
8. _____ These icons let you know you are connected to the Internet.
9. _____ Copying information, pictures, videos, music found on the internet will get you in trouble if it is protected (copyrighted, registered, trademarked) and you do not identify the source in your school work.
10. _____ Proceed with care. Do not drink or eat near your digital device. If possible put your device on a clean table to complete your school work.