

University of Hawai'i
STAR User Policy and Security Agreement
[2008]

Print Name: _____

Job Title: _____ Department: _____

Email: _____@hawaii.edu Phone: _____

IP address of your office computer: _____

As an employee of the University of Hawai'i, I understand that I have access to various types of confidential and restricted information in the course of my work. Examples include, but are not limited to, student personal information (social security number and directory release information), student academic records (grades, class schedules, academic standing, and transcripts), student financial records (financial aid, employment and federal forms), employee records (employment history, payroll, social security number and address) and university business (practices, clients and contracts). This information may be contained on hard copy (paper), on an electronic version (computer program, e-mail, BANNER, STAR or any other mainframe application) or may be obtained through verbal interaction (face-to-face or telephone).

The following terms and conditions refer specifically to security and confidentiality issues when logging into STAR. Your access to STAR is contingent upon your reading and signing this agreement.

1. You agree that student records are strictly confidential, protected under the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, as well as by University policy. Under FERPA, you may access information only in the legitimate educational interest of the student as related to the conduct of professional activities of your current position.
2. You understand that in your capacity as an employee of the University of Hawai'i you will have access to and will view confidential and private information of university students, faculty and/or staff, and that under federal and state law, and University policy, that these records are protected from disclosure to third parties. You agree to maintain the confidentiality and privacy of all records relating to students, faculty and/or staff pertaining to the University, during and after your period(s) of employment at the University.
3. You will not access or disclose personally identifiable information to any unauthorized person(s).
4. You affirm that your IP address is on a computer that is university-owned and permanently housed on a UH campus.

