



## Nā Lula Ho'ohana Pono 'Enehana

(no nā mea 'enehana, ke kahu pūnaeweale a me nā pūnaeweale e mālama 'ia nei a i 'ole e ho'olimalima 'ia nei e ka HIDOE no kāna po'e haumāna)

### 1) Ho'olauna

Makemake ke Ke'ena Ho'ona'auao Moku'āina Hawai'i (HIDOE) i ke alaka'i 'ana i nā haumāna i kā lākou ho'ohana 'ana i ka 'enehana ma ke 'ano he mea kāko'o ma ko lākou holo mua 'ana me ka paipai 'ana i ka ho'ohana 'ana i nā mea 'enehana, ke kahu pūnaeweale, ka pūnaeweale a me nā pūnaeweale kōkua a ka HIDOE a i 'ole nā mea ho'olimalima 'ia e ka HIDOE no nā papahana 'enehana ma loko o nā lula ho'ohana pono.

E nānā pū nā mākuā a me ka makua mea keiki (i kēia mua aku, 'o ia nō ka makua a i 'ole nā mākuā) me kāna po'e keiki i nā lula a pūlima mai i ka palapala Nā Lula Ho'ohana Pono 'Enehana a e ho'ihō'i 'ia i kā ke keiki kula ma mua o ka lā palena pau i hō'ike 'ia e ke kula, akā, 'a'ole e hala he kanakolu lā mai ka lā hā'awi mua 'ia mai i ka haumāna. He 'ike no ka maopopo 'ana ka pūlima 'ia 'ana o ka palapala a he 'aelike nō ho'i kēia no ka uhai 'ana i nā lula a pau e pili ana i ka ho'ohana 'ana i ka mea 'enehana, ke kahu pūnaeweale, ka pūnaeweale a me ke kōkua pūnaeweale a ka HIDOE a i 'ole nā mea i ho'olimalima 'ia e ka HIDOE a pēlā pū no nā mea i hiki ke ho'ololi a ho'onui 'ia e ka HIDOE. Hiki ke 'ike 'ia ka mea hou loa ma kēia helu wahi pūnaeweale <http://bit.ly/FERPAHI>.

### 2) He kuleana a he mea waiwai ka ho'ohana 'ana i ka 'enehana no nā haumāna

He mea kāko'o a kōkua ka ho'ohana 'ana i nā mea 'enehana a me nā mea 'enehana ho'olimalima 'ia e ka HIDOE. 'A'ole ia he pono. He kuleana ko kākou a pau ma ka ho'ona'auao, ka mālama kuleana 'ana a me ka ho'ohana pono 'ana i ka pūnaeweale a me nā mea 'enehana e kā'analike 'ia nei e nā mākuā, nā kumu a me nā kula. No ka haumāna a me nā mākuā ka ho'ohana pono 'ana i nā mea 'enehana, ke kahu pūnaeweale a me nā pūnaeweale a ka HIDOE a i 'ole nā mea ho'olimalima 'ia e ka HIDOE me ka uhai pono 'ana i nā lula i kākau 'ia ma ka Nā Lula Ho'ohana Pono 'Enehana.

### 3) Ka maka'ala 'ana i ka hana a nā haumāna

No ka HIDOE nā mea 'enehana a me nā mo'okākī e komo ana i ka pūnaeweale a me ke kahu pūnaeweale a ka HIDOE. Maka'ala ka HIDOE a nona ke kuleana ma ka maka'ala 'ana i nā mea 'enehana a me ka pūnaeweale e ho'ohana 'ia nei e nā haumāna. 'A'ole e no'ono'o ka haumāna, hūnā 'ia nā mea a pau ma kā lākou ho'ohana 'ana i nā mea 'enehana, ke kahu pūnaeweale a me ka pūnaeweale a ka HIDOE a pēlā pū no nā lekauila a me nā faila i waiho 'ia. Hiki i ka HIDOE ke kāhea aku i ka po'e māka'i ke 'ike lākou i kekahi hana hewa me ka ho'ohana 'ana i nā mea 'enehana, ke kahu pūnaeweale a me ka pūnaeweale a ka HIDOE a 'a'ole pono ka 'imi a loa'a ka 'ae o ka makua ma ia hana. No ka HIDOE ke kuleana e nānā a wehe i nā faila a me nā palapala a nā haumāna i hana ai ma luna o kekahi mea 'enehana a me ka mo'okākī HIDOE no ka ho'omau 'ana i ka pono o ke kahu pūnaeweale, no ka ho'oponopono 'ana i kekahi mea 'enehana, no ka noi'i 'ana i kekahi hana hewa o kēia mau lula a me ka nānā 'ana inā maika'i ka ho'ohana maika'i 'ia 'ana o ia mea 'enehana.

### 4) No ka ho'opa'i 'ana

Ke hana hewa kekahi haumāna no kekahi o kēia mau lula, pili nā kānāwai a pau a me nā lula ke'ena a pau iā ia ma ka Hawaii Administration Rules (HAR), Title 8, Chapter 19, ma ka inoa "Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism." Hiki ke nānā 'ia ma 'ane'i (<http://bit.ly/HARChapter19>) a i 'ole hiki ke loa'a he wahi kope ma kāu kula.

Na ka HIDOE ke koho no ka ho'opa'i 'ana no ka hana hewa a ka haumāna. No ka HIDOE ke kuleana ma ka ho'opa'a 'ana a me ka holo'i 'ana i ka mo'okākī e komo ana i kekahi hana hewa i 'ōlelo 'ia ma nā lula HIDOE.

No ka HIDEOE ke kuleana ma ka ho'opau 'ana i kekahi mea 'enehana, 'o ia nō ke kumu no kekahi 'ano pilikia 'enehana me ka 'ole o ka ha'i 'ana a hiki i kona ho'oponopono 'ia 'ana.

**5) No ka Pūnaeweke Kōkua Ho'ona'auao**

Hiki ke hā'awi 'ia nā haumāna i kekahi mau ha'awina ma o ka pūnaeweke kōkua ho'ona'auao e like me ka Google Apps for Education, ka Microsoft Office 365, a me ka Blackboard. Maka'ala ka HIDEOE i nā wahi pūnaeweke i mea e ho'omau ai i kekahi wahi ho'ona'auao maika'i a kūpono no nā haumāna. Ma hope o ka 'ae 'ana mai o nā mākuā, hiki i ka HIDEOE ke haku i nā heluwahi lekauila, ka inoahana (e la'a me nā inoa e komo ai a me nā 'ōlelo hūnā e komo ai), no nā wahi 'ike pūnaeweke a me ka pūnaeweke 'ole i hiki i nā haumāna ke komo i kekahi mau mea, akā, no nā ha'awina kula wale nō kēia mau helu wahi pūnaeweke, nā inoahana, nā 'ōlelo hūnā a me nā wahi 'ike pūnaeweke. Hiki ke 'ike 'ia nā papainoa o nā kōkua ho'ona'auao pūnaeweke ma ka pūnaeweke o ke kula a i 'ole e hā'awi ke kula ke noi 'ia.

**6) Nā lula no ka ho'ohana 'ana a me ka mālama 'ana i nā mea 'enehana a ka HIDEOE a me nā mea ho'olimalima 'ia**

- A) E ho'ohana wale nō nā haumāna i nā mea 'enehana i hā'awi 'ia e ka HIDEOE no nā mea pili i ke kula.
- B) E ho'ohana nā haumāna i ka mea 'enehana i loko o ka lumi papa i 'ae 'ia ai e ke kumu.
- C) E ho'ohana wale 'ia nō ka mea 'enehana a ka HIDEOE e ka haumāna i hā'awi 'ia. 'A'ole hiki i kēia haumāna ke 'ae aku i nā haumāna 'ē a'e e ho'ohana.
- D) 'A'ole hiki ke wehe a i 'ole holo i nā hō'ailona HIDEOE. 'A'ole hiki ke ho'opili i nā pepili 'ē a'e, nā 'inika a i 'ole nā mea ho'onaninani 'ē a'e i ka mea 'enehana i 'ae 'ia ka haumāna (e like me, akā, 'a'ole 'o nā mea wale nō kēia, ka mea 'enehana, ka iho, ke kaula a me ka mea ho'ōla mea 'enehana).
- E) E mālama nā haumāna i ko lākou inoahana a ka 'ōlelo hūnā no nā mea 'enehana a me nā papahana 'enehana. 'A'ole loa e kā'analike ka haumāna i kēia mea 'ōlelo hūnā me kekahi kanaka (nā hoapili nō ho'i) ma kahi o kou mau mākuā
  - i) E kāhea i ke kuma inā pōina ka haumāna i kona inoahana a i 'ole ka 'ōlelo hūnā.
  - ii) Inā laka 'ia ko ka haumāna inoahana a i 'ole 'ōlelo hūnā a i 'ole kā'analike hewa 'ia kēia mau mea me nā kānaka 'ē a'e, e kāhea i ke kumu no ke kōkua. Pono paha ke kumu e kāhea aku i nā limahana 'enehana.
- F) 'A'ohe kuleana o ka HIDEOE no nā kākī 'āpono 'ole 'ia a ka haumāna i hana ai ma luna o kekahi mea 'enehana a me ka pūnaeweke HIDEOE a pēlā pū no nā kāleka kākī a me kekahi mau mea hou aku e like me ke kāhea kahi mamao, nā mea no ka 'enehana a me ka laina a i 'ole no ka ho'ohana hewa 'ana e like me ka ho'okuleana kope.
- G) No ka hō'ike 'ana i nā mea poloke/nalowale, nā ma'i kamepuila a me nā pilikia 'ē a'e
  - i) Na ka haumāna a me kona mau mākuā e mālama pono i ka mea 'enehana a me kona ho'ohana 'ia 'ana me ka pa'a i kahi e waiho ai i nā manawa a pau. No ka haumāna ke kuleana o ka lawe 'ana i nā mea 'enehana poloke, make a i 'ole pilikia i ke kula no ka ho'oponopono 'ana. Inā 'ike ka mākuā o kekahi haumāna nona ka hewa 'o ka nalowale, ka poloke a i 'ole ka pilikia o kekahi mea 'enehana kula (e like me ke kamepuila, ka iho, ke kaula a me ka iho ho'omana a 'a'ole 'o kēia wale nō), pono 'o ia e uku no ke kū'ai hou 'ana wahi a ka HAR, Title 8, Chapter 57, entitled "Restitution for Damaged and Lost Books, Equipment, Supplies, and Outstanding Financial Obligations." E nānā i ka Chapter 57 i 'ane'i (<http://bit.ly/HAR8Chapter57>) a i 'ole e noi i ke kula no kekahi kope o nā pilikia. Pili ke kumu kū'ai o kekahi mea hou a i 'ole ka ho'oponopono 'ana i ka nui o nā pilikia o ka mea 'enehana.
  - ii) Inā nalowale a i 'ole 'aihue 'ia kā ka haumāna mea, pono ka haumāna a i 'ole ka mākuā e kāhea i ka māka'i a ki'i i kekahi palapala kūhelu ma loko o 24 hola ma hope o ka 'ike 'ana ua nalowale ka mea 'enehana, a laila, e hā'awi koke i ke kula i wahi kope a pono e ho'omau me ka hana pū 'ana i ka noi 'i 'ana o ua mea 'aihue 'ia.
  - iii) Pono nā haumāna e hō'ike i kekahi nāwaliwali/pilikia ma ka 'ōnaehana palekana ma ka mea 'enehana a ka HIDEOE. Pono nō ho'i nā haumāna e hō'ike inā makemake 'ia ka ho'ohana hewa 'ana a ha'i, 'o ia

ho'i nā mea hō'ole i kēia 'aelike, e hō'ike i ke kula (ke kumu, ke po'okumu a me ka hope po'okumu).

- iv) E ha'i nā haumāna a me nā mākuia i nā pilikia e pili ana i ka 'enehana i ke kumu alaka'i a i 'ole nā limahana o ke kula.

**7) No nā lula no ka ho'ohana pono 'ana i ka pūnaewele HIDEOE a me ke kahu pūnaewele HIDEOE**

- A) E ho'ohana ka haumāna i ka pūnaewele HIDEOE a me ke kahu pūnaewele no ka ho'ona'auao 'ana wale nō. Hiki i ka HIDEOE ke pāpā i nā haumāna ma kekahi wahi pūnaewele i mana'o 'ia 'a'ole he mea ho'ona'auao 'A'ole hiki i nā haumāna ke ho'ololi i ka 'ōnaehana palekana ma nā kula kamepuila a i 'ole nā kamepuila lawelawe a me ke kahu pūnaewele HIDEOE.
- B) Pāpā 'ia ka ho'ohana 'ana i ke kahu 'ōnaehana HIDEOE ma ke 'ano he mea ho'opilikia i nā kumu 'ōnaehana a me ke kahu 'ōnaehana a ho'opilikia kēia i nā papahana 'ē a'e.
- C) E hana pū nā haumāna me nā noi a nā kumu a me nā limahana o ke kula no ka 'ike e pili ana i kā ka haumāna ho'ohana 'ana i ke kamepuila.
- D) Mālama i nā 'ikepili o ka haumāna
- i) 'A'ole hiki ke ho'ohana i kou mo'okākī pono'i no ke a'o 'ana aku a i 'ole ka ho'ona'auao 'ana aku. E ho'ohana nā haumāna i nā mo'okākī pākahi no nā kula/ho'ona'auao 'ana a e mālama pono i nā 'ike a me nā inoahana, nā 'ōlelo hūnā no ka pūnaewele, ke kahu pūnaewele a me nā wahi pūnaewele launa aku launa mai ('o ia nā Google Apps no ka ho'ona'auao a me ka Edmodo, akā, 'a'ole 'o kēia wale nō).
- ii) E holo 'ia nā mo'okākī a ka HIDEOE i hā'awi aku ai inā 'a'ole 'o ia ho'ohana 'ia no 'ekolu a 'oi mahina ('o ia ke komo 'ole 'ana ma ka inoahana a i 'ole kekahi ho'oili), no ka mea, he mea palekana 'ole a pilikia ka 'ōnaehana kamepuila.
- iii) 'A'ole hiki i ka haumāna ke hō'ike i kona inoa piha, kona helu wahi, kona helu kelepona, a i 'ole ka 'ikepili no nā kākana 'ē a'e ma ka pūnaewele ma ka 'ole o ka 'ae 'ana mai o ke kumu. 'A'ole hiki i ka haumāna ke hui pū me kekahi kanaka a lākou i launa pū ai ma ka pūnaewele me ka 'ole o ka 'ae 'ana o ka makua.
- iv) No ka haumāna ke kuleana no ka mālama 'ana i ka mo'okākī E ho'ohana pono nā haumāna i nā 'ōnaehana a me nā 'ōnaehana palekana a e maka'aala i nā kākana 'ē a'e e ho'ohana ana i ke kamepuila. Na ka mea ho'ohana ke kuleana o ka palekana 'ōlelo hūnā ho'okahi
- v) 'A'ole hiki i nā haumāna ke ho'ohana i kekahi mo'okākī o kekahi kanak 'ē a'e a i 'ole ka 'ōlelo hūnā me ka 'ole o ka 'ae 'ana mai o ke kumu, kekahi limahana o ka HIDEOE a i 'ole ke kahu mo'okākī.
- vi) 'A'ohe 'ōlelo ho'ohiki a ka HIDEOE no ka ho'ohana 'ana i ka mea 'enehana HIDEOE a i 'ole ka mea ho'olimalima 'ia, ke kahu pūnaewele, ka pūnaewele a i 'ole ka maika'i o kēia mau mea, ka pololei o kēia mau mea, ka piha o kēia mau mea a i 'ole ka maika'i o ka 'ike, nā faila a i 'ole nā papahana 'enehana. 'A'ole na ka HIDEOE no nā pilikia no ka nalowale o kekahi 'ike, ka ho'oili 'ole, ka lawe 'ole a i 'ole ka 'oki pūnaewele, inā na ka mea nō i ho'opilikia iā ia iho, na ka mea ho'ohana i ho'opilikia a i 'ole kekahi mea pō'ino 'ē a'e. No ka haumāna ho'ohana ka 'ike i loa'a ma o ka pūnaewele, inā pilikia a pilikia 'ole, nou wale nō kēia.
- vii) Inā mana'o kekahi haumāna pilikia kona mo'okākī a me kona 'ōlelo hūna, e ha'i koke lākou i ke kula a i 'ole ka limahana o ke kula.

**8) No ka ho'ohana hewa 'ia 'ana o ka pūnaewele a i 'ole ka mea 'enehana HIDEOE**

- A) Mea hewa a me ka hana'ino
- i) 'A'ole hiki i nā haumāna ke ho'ohana i nā kamepuila no nā mea pō'ino, nā mea hewa a me nā mea kolohe Pono nā haumāna e ha'i i ke kumu inā loa'a mai kekahi 'ano 'ike a i 'ole 'ōlelo hewa a kūpono 'ole a i 'ole pi'i ka manene ma nā 'ano a pau. Pāpā 'ia ka ho'ohana 'ana o ke kahu pūnaewele HIDEOE no ke kau 'ana, ka ho'ouna 'ana a i 'ole ka ho'oili 'ana i nā ki'i'oni'oni a i 'ole ki'i no ka ho'oipoipo 'ana, nā mea 'ino ma loko o kekahi kelekiko a i 'ole kekahi ki'i i hiki ke ho'opilikia i ke kahu pūnaewele (e like me ka malware, nā ilo, nā ma'i).

- ii) 'A'ole hiki i nā haumāna ke hana'ino i nā kānaka ho'ohana 'ē a'e ma o ka ho'ouna 'ana i nā mea e kū'ai mai, nā mea ho'onāukiuki, nā mea 'ino, nā 'ōlelo 'ino a i 'ole ka 'ōlelo pepehi (e like me, akā, 'a'ole 'o kēia wale nō, ka lekauila, ka helu wahi pūnaewe le'ale'a a me ka 'ōlelo pololei), a i 'ole ho'ohana i ka mea 'enehana no ke kolohe 'ana i kekahi kanaka a i 'ole kekahi hui ('o ia ka hana 'ino 'ana ma ka pūnaewe). Pono nā haumāna e ha'i koke i ke kumu a i 'ole kekahi limahana o ke kula inā 'ike lākou ke hana'ino nei kekahi kanaka iā ia
  - iii) Pāpā 'ia ka ho'ouna 'ana a i 'ole ka loa'a 'ana mai o nā 'ike pono 'ole ma luna o ka mea 'enehana, nā mea kama'ilio 'enehana hewa i kū i ka hewa ma nā kānāwai o ke moku 'āina Hawai'i, ka 'āina nui a i 'ole nā 'āina 'ē.
- B) Kope kuleana a me ke kākau 'aihue
- i) 'A'ole e kākau 'aihue a i 'ole ho'oili i nā mea 'ae 'ole 'ia a i 'ole kekahi mea laikini 'ae 'ole 'ia nō ho'i. 'A'ohe kuleana o ka HIDOE no nā mea e kū ana i ka hewa e pili ana i nā kānāwai kope kuleana. No ka mea ho'ohana ke kuleana o nā mea āna e kau ai ma ka pūnaewe a pono 'o ia e ki'i i nā mea a pau no ka 'ae 'ana a i 'ole no ke ki'i 'ana i ka laikini e pono ai.
  - ii) 'A'ole hiki i nā haumāna ke hana kope a i 'ole hā'awi aku i nā mea kope kuleana a i 'ole nā laikini i 'ae 'ole 'ia
- C) No ka ho'oili, ke komo a i 'ole ka hana kope i nā mea ho'ona'auao 'ole
- i) 'A'ole hiki i nā haumāna ka ho'oili a i 'ole ho'okomo i kekahi papahana 'enehana, app, ki'i'oni'oni a i 'ole pā'ani ma luna o ka mea 'enehana a i 'ole ho'ololi i ka 'ōnaehana palekana.
  - ii) 'A'ole hiki i ka haumāna ke hana kope i nā faila 'ōnaehana kamepuila no ka ho'ohana pono'ana a i 'ole no ka 'ae 'ana iā ha'i e ho'ohana i ke kamepuila.
- D) No ka 'ōnaehana kū'ai a me ka 'ōnaehana politika
- i) 'A'ole hiki i nā haumāna ke ho'ohana i ka pūnaewe no ke komo 'ana a i 'ole ka hā'awi 'ana i nā mea e "ho'onui kālā" a i 'ole no kekahi 'oihana. 'A'ole hiki ke ho'onui kālā ma luna o kekahi mea 'enehana HIDOE a me nā kahu pūnaewe nō ho'i.
  - ii) 'A'ole hiki ke ho'ohana i ke kahu pūnaewe a me nā kumu kamepuila a ka HIDOE no ke kāko'o 'ana a i 'ole ho'ohoihoi 'ana i nā mea politika a i 'ole nā mea waho o ka 'oihana o ka HIDOE.
- E) Ka palekana o ka mea 'enehana a me ke kahu pūnaewe
- i) 'A'ole e ho'ā'o nā haumāna e komo hewa a i 'ole kāpae i ka palekana o nā mea 'enehana a ka HIDOE a me ka mea ho'olimalima 'ia a pēlā pū no nā mo'okākī.
  - ii) 'A'ole hiki i ka haumāna ke ho'oili, ho'okomo a i 'ole ho'ohana i kekahi 'ōnaehana palekana nāna e hō'ike i ka nāwaliwali a i 'ole no ke kā'alo 'ana i ka 'ōnaehana palekana. 'A'ole hiki i ka haumāna ke wehe i kekahi papahana ho'ona'auao mai ka mea 'enehana mai a ka HIDOE a i 'ole ka mea ho'olimalima 'ia A eia ho'i, 'a'ole hiki i nā haumāna ke ho'ohana i nā papahana ho'ololi papahana ma nā 'enehana HIDOE a i 'ole wehe i kekahi mea i mea e kā'alo ai i ka 'ōnaehana palekana.
- F) Pāpā 'ia ka ho'ohana 'ana i ke kahu pūnaewe HIDOE a i 'ole ka mea 'enehana HIDOE no nā mea kūpono 'ole ma ke kānāwai.