



UNIVERSITY of HAWAII®
HAWAII
COMMUNITY COLLEGE

University of Hawai'i
STAR User Policy and Security Agreement

Name: _____ UH Username: _____

Job Title: _____ E-mail: _____

Department: _____ Phone: _____

Address: _____ Campus: _____

IP address: _____

To get the IP address from the computer in your office that you will be using to access STAR, go to:

<http://hawaii.hawaii.edu/files/myip>

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.
5. You will keep your user ID and password confidential. If you need to write them down, you will keep them in a secured location that is not easily accessible, not in public view, and not posted on or near your computer terminal.
6. You will not allow any other person to use your user ID and password. Access to STAR is non-transferable.
7. You will assure that the appropriate University representative is notified in writing, through your department/unit, of any changes that affect your access, such as:
 - a. Personal changes (e.g., name, ID number, etc.)
 - b. Employment changes (e.g., termination, transfer, changes to official functions and duties, etc.)
 - c. Access changes (e.g., changes to/termination of SCT Banner privileges, etc.)
 - d. IP address changes.
8. You will report any difficulties you may have accessing STAR to the STAR Administrator.

You are hereby put on notice that your usage of STAR will be monitored and that abuse of your privileges will result in notification to the appropriate University official. Furthermore, your failure to adhere to these conditions will result in loss of access to STAR, and depending on the severity of your failure, may be grounds for the revocation of SCT Banner access, termination from your position, prohibition of future employment, dismissal from the University and/or any other appropriate disciplinary or legal actions.

I agree to the above terms and conditions for access to STAR:

STAR User Signature

Date

Approved by:

Supervisor/Department Chair

Date

Approved by:

Date

Registrar, _____
Campus