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Dear Students and Parents/Guardians,

This letter serves as an important reminder regarding the proper and responsible use of school-issued technology, including laptops and school-issued email accounts.

All devices and accounts provided by the school are **the property of the school**, and as such, **are to be used exclusively for school-related educational purposes**. Personal, inappropriate, or non-educational use is strictly prohibited.

Please be aware of the following:

1. School Authority to Search Devices and Accounts

The school reserves the right to inspect and review the contents of any school-issued laptop or school-issued email account at any time, without prior notice. This includes browsing history, files, emails, and any other data stored or transmitted on the device or account.

2. Recoverability of Deleted Content

Our technology department has the ability to retrieve deleted files, browsing histories, and other erased data from student laptops. Students should not assume that deleting content removes it from school oversight.

3. Policy Violations and Consequences

Any student found to be in violation of:

- the school's Laptop/Device Use Policy, or
- the Hawai'i Department of Education (HIDOE) Technology Responsible Use Policy,

4. may face disciplinary action. Such violations are considered Class B offenses under *Hawaii Administrative Rules (HAR) Chapter 19: Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, Restitution for Vandalism, Complaint Procedure and Investigation of Discrimination, Harassment (including Sexual Harassment), Bullying and/or Retaliation*.

Disciplinary consequences may include, but are not limited to: loss of device privileges, parent conference, suspension, or other appropriate actions in accordance with HAR Chapter 19.

We ask that students and families review these expectations together to ensure compliance and to support a safe, responsible, and productive learning environment for all students.

Thank you for your cooperation and continued support.