Guidelines for Public Disclosure of Sensitive Personal Information

I. Objective: To foster a school environment that is safe for exchange of sensitive and/or personal information. These guidelines are not meant to prevent students and staff from discussing personal experiences in the classroom or other venues but to guide these discussions in a thoughtful way.

II. Why these guidelines:
- Information can be shared widely because of evolving technology
- Shifts in society & culture have blurred what is sensitive information, this could be an opportunity to educate our students about what is or is not appropriate to share publicly.
- There is an increase in teen mental health issues.

III. What types of disclosures: (We recognize that these topics sometimes come up without warning):
- Possible topics:
  - disclosure of suicidal behavior, depression, other mental health or medical issues, disabilities, victimization, criminal background, drug use, sexual activity, or sensitive personal information pertaining to family members, friends, classmates, etc.
- Possible situations:
  - school sponsored assemblies, class projects, presentations through any media, including but not limited to videos, photos, texts

IV. Guiding questions for adults to consider:
Consider the following when you are planning a discussion or working through a project/presentation:

1. Is the student disclosing a private matter that could affect the family or other members in the community, ie. disclosing others’ personal information?
2. Could this trigger or impact other students?
3. Have you taken steps to alert or create options for students who may be triggered by viewing this presentation?
4. Is this something a student might regret disclosing (remembering that the students are minors)?
5. Is this presentation/project appropriate to the content of the class?
6. Does this topic raise any red flags in an area where the student might need extra support?
7. Is parental permission appropriate or necessary (see sample consent form)?
8. Is this sharing of information in compliance with FERPA regulations?
9. Would it make sense or have you communicated and consulted with the student’s support team (school counselor, nurse, admin, special ed case manager)?
10. If you are anticipating covering potentially sensitive topics in the classroom or other venue in the school have you; made students aware of this event in advance and given them an option to opt out of the activity or participate in an alternative activity?
11. Have you reminded the students about confidentiality, what information you are under legal obligation to report, and appropriate places and people in the school to share that information?
Important
If the disclosure will be accessible to an audience outside of the classroom it is recommended that you distribute:
1. Letters to students and parents describing the activity/assignment/project and educational goals.
2. Sample consent form (see attached below)
Sample Interviewee / Media / Print Release Form

I_________________________________, hereby release my image, likeness, and the sound of my voice, writing and illustrations, as documented for use in a ______________. I agree that my image, oral and written work may be edited and used, in whole or in part, in all media, including, but not limited to, print, audio and video, CD, DVD internet, television, radio and cable broadcast, and for all other purposes in perpetuity throughout the world.

I consent to the use of my name, likeness, voice, biographical information, and school records in connection with the distribution and promotion of this activity/assignment/project.

I expressly release Fill in names of those doing the project and Harwood Union High School from any defamation and other claims I may have arising out of the above-described materials and hereby waive all rights to inspect and approve the finished product or its use.

I acknowledge this release is firm and final and I sign this document to signify my agreement.

Student Name (Print): ________________________________________________

Student Signature: ________________________________________________

Date: ____________________________________________________________

Phone (optional) ________________________________________________

Parent / guardian signature: ________________________________________