



STATE OF HAWAII
DEPARTMENT OF EDUCATION
KA 'OIHANA HO'ONA'AUAO
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE STRATEGY, INNOVATION AND PERFORMANCE

July 6, 2026

**ACTION REQUIRED
ANNUAL MEMORANDUM**

TO: Superintendent
Deputy Superintendents
Assistant Superintendents
Complex Area Superintendents
Principals (All)

FROM: Elizabeth Higashi
Assistant Superintendent  [Elizabeth Higashi \(Jun 26, 2026 16:10:23 HST\)](#)

SUBJECT: Annual Notification of Students' Privacy Rights

This memorandum and its attachments serve as a reminder regarding the Hawai'i State Department of Education (Department) student privacy responsibilities for School Year (SY) 2026-2027. Federal law requires the Department to annually notify parents and eligible students (students 18 years or older) of their privacy rights under the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment.

Each year, students must return applicable privacy-related forms signed by a parent or eligible student. To streamline this process, these documents have been consolidated into the "Parent Notification-Student Information Privacy Documents, Notices and Forms for School Year 2026-2027" (RS 26-0603) booklet with easy-to-tear-out pages. Schools will receive these booklets between May and July 2026, and each student should be given one within their first week of school or upon enrollment.

INFINITE CAMPUS

As a reminder, the "Student Publication/Audio/Video Release" indicators in Infinite Campus (IC) will remain until the student changes school. For students enrolling in a new school, the Student Publication/Audio/Video Release indicators in IC will be blanked out in the afternoon on June 30, 2026, for multi-track schools and on July 24, 2026, for all other schools. Schools will need to enter information collected from the Student Publication/Audio/Video Release Form in the Student Privacy tab.

For questions regarding IC, please submit a ServiceNow ticket at <http://help.hidoe.org>. You may also call the Help Desk, Monday through Friday from 7:45 a.m. to 4:30 p.m., at (808) 564-6000.

Changes for SY 2026-2027

Parent Notification-Student Information Privacy Documents, Notices and Forms (RS 26-0603) for SY 2026-2027:

For the forms listed below, bit.ly links were replaced with QR codes that link to the Student Privacy or the Research webpage. If the forms are already completed, there is no need to use the new version because no substantive changes were made.

Title of Form	Former RS #	Current RS #
Notification of Rights Under FERPA for Hawai'i Public Schools	Not assigned	Not assigned
Notice to Parents, Guardians, and Eligible Students: Directory Information	Not assigned	RS 26-0616
Notice to Parents, Guardians, and Eligible Students: Military Recruiters' Request for Student Information	RS 22-0512	RS 26-0617
Notice to Parents, Guardians, and Eligible Students: Institutions of Higher Learning Request for Student Information	RS 22-0507	RS 26-0621
Notification of Rights Under the Protection of Pupil Rights Amendment	RS 12-1052	RS 26-0620
Student Publication/Audio/Video Release Form-General	RS 24-0607	RS 26-0618
Student Publication/Audio/Video Release Form-Event	RS 21-0479	RS 26-0619
Student Publication/Audio/Video Release Form, Frequently Asked Questions for Hawai'i Public Schools' Faculty and Staff	Not assigned	Not assigned
Technology Responsible Use Guidelines	RS 22-0510	RS 26-0632
Technology Responsible Use Guidelines (TRUG) and Technology Responsible Use Form (TRUF) Frequently Asked Questions for Department Use	Not assigned	Not assigned

Student Information Privacy Checklist (Attachment 2)

Schools are no longer required to bookmark the Department's Student Privacy webpage on school devices.

FERPA 101 Requirement-Reinstated

Following a temporary suspension due to technical issues with the U.S. Department of Education's (US DOE) Privacy Technical Assistance Center (PTAC), the "FERPA 101" certification requirement has been reinstated.

All employees and adult volunteers who interact with students and/or student data on a regular basis must view the training video and obtain a completion certificate. The training video can be found [here](#). As a reminder, the "FERPA 101" video is hosted by the US DOE. Users will need to create an account to access the video.

- New employees will need to create an account and complete the requirement by **September 15, 2026**.
- Employees and adult volunteers with an existing account must complete the requirement at least once every five years.

Should you have any questions, please contact PTAC's help line at 1 (855) 249-3072 or complete the form found [here](#).

Adult Publication/Audio/Video Release Form

The Adult Publication/Audio/Video Release Form is included as an attachment. For questions about this form, please contact DGA@k12.hi.us.

Should you have any questions regarding this memo or information privacy procedures, please contact Jessica Honbo, Institutional Analyst, Data Governance and Analysis Branch, via email at FERPA@k12.hi.us or by phone at (808) 784-6050.

EH:jh

Attachments: 1. School Action List for SY 2026-2027
2. Student Information Privacy Checklist
3. Notification of Rights under FERPA for Hawai'i's Public Schools
4. FAQ TRUG_TRUF (Internal use)
5. FAQ Student Publication/Audio/Video Release Form (Internal Use)
6. Adult Publication/Audio/Video Release Form

c: Data Governance and Analysis Branch

SCHOOL ACTION LIST SY 2026-2027

Document	Action	Copies made by
Parent Notification-Student Information Privacy Documents, Notices and Forms for School Year 2026-2027 (RS 26-0603)	Booklet (1 per student) Upon enrollment students must return the following signed forms to school: • Page 13- Technology Responsible Use Form- General (RS 17-0052) (Required only upon enrollment) • Page 19- Student Publication/Audio/Video Release-General (RS 26-0618) (Required only upon enrollment) • Page 23- Student Publication/Audio/Video Release Form-Event (RS 26-0619) (Optional) • Page 27- Military Recruiters Opt-Out (RS 26-0617) (Optional) • Page 31- Higher Learning Recruiters Opt-Out (RS 26-0621) (Optional)	DGA (808)784-6050 or FERPA@k12.hi.us or Reprographics Section or School
General Confidentiality Acknowledgement	All employees must read and agree to the Board of Education (BOE) Policy 500-21 "Student Information and Confidential Records," and sign the, "Acknowledgement of General Confidentiality Expectations" form within 30 days from the start of the school year. Staff hired after the start of the school year begins must complete these actions within 30 days of their start date. This memo is available in the Opening of School Year packet that all employee receive.	School
FERPA 101 Certificate	New employees should obtain their FERPA 101 certificate by September 15, 2026, All other employee should obtain the FERPA 101 certificate at least once every 5 years.	US DOE's Privacy and Technical Assistance Center's website: https://studentprivacy.ed.gov/training/ferpa-101-local-education-agencies

Student Information Privacy Notification Checklist (Attachment 2)	Principal or designee to complete checklist by November 20, 2026.	School
Notification of Rights under FERPA for Hawaii's Public Schools (Attachment 3)	Distribute as needed. Also available on the Student Privacy webpage. Please access the webpage using this link: https://bit.ly/hawaii-student-privacy Or QR Code: 	School
FAQ TRUG_TRUF (Attachment 4)	<u>Internal Use only.</u> Distribute as needed.	School
FAQ Student Publication/Audio/Video Release Form (Attachment 5)	<u>Internal Use only.</u> Distribute as needed.	School

STUDENT INFORMATION PRIVACY CHECKLIST

for School Year 2026-2027

(school name)

All tasks must be completed by November 20, 2026. Checklist should be kept at school.

Date Completed	Staff Initial	Task
		Verify the front page of school's website contains student information privacy link to the Department's Student Privacy webpage: https://hawaiipublicschools.org/useful-links/policies/student-privacy/?highlight=student%20privacy
		Display the Privacy Rights posters , RS 14-1820, in clearly visible locations at school. Please contact Ms. Jessica Honbo FERPA@k12.hi.us or (808) 784-6050 for more posters.
		Distribute the Parent Notification booklet , RS 26-0603 to each student.
		Collect, file, and maintain signed student privacy related forms in each active student's file.
		SASA or designee to complete, obtain certification, and share information with office staff of SASA Resources Student Privacy Course.
		All staff and individuals who interact with students and/or student data to agree to General Confidentiality Acknowledgement in the Opening of the School Year Packet. Collect, file, and maintain signed acknowledgment forms.
		Principals or their designees should maintain the completed checklist in a secure location; it may be destroyed at the end of the current school year.

Please retain completed checklist for documentation and retrieval purposes until the end of school year, then destroy.



**STATE OF HAWAII
DEPARTMENT OF EDUCATION**

Notification of Rights under FERPA for Hawaii's Public Schools

Rev. June 2026

Each year the Hawaii Department of Education (HIDOE) is required to notify parents and eligible students (those students who are 18 years of age and older) of certain rights related to the privacy of students' education records in HIDOE schools. In our efforts to provide this information, HIDOE reviewed state and federal regulations related to student information privacy and developed this Notification of Rights.

In some cases, more detailed information may be available from the U.S. Department of Education's webpage (studentprivacy.ed.gov) or HIDOE's Student Privacy webpage using this link: <https://bit.ly/hawaii-student-privacy>

Or QR Code:



If you do not have access to the internet, your school will provide the copies of the information available at the internet links upon request.

What is the Family Educational Rights and Privacy Act (FERPA)?

The Family Educational Rights and Privacy Act (FERPA) is a federal law (20 U.S.C. §1232g) and regulation (34 Part CFR 99) that protects the privacy of a student's education records which are maintained by HIDOE. Additionally, Hawaii Administrative Rules Chapter 8-34 (HAR 8-34) sets forth requirements to ensure that the protection of the educational rights and privacy are in conformance with federal laws. Schools, Complex Area offices, District offices, and HIDOE State offices maintain student information in paper form (such as cumulative, Special Education, and English Language Learner files, etc.) and electronic formats (such as Longitudinal Data System, Student Information System, etc.). Educational records containing student information may include enrollment forms, report cards, transcripts, disciplinary letters, and personally identifiable information (PII). PII includes any information, alone or in combination, that is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

Who is responsible for protecting student information?

All employees and volunteers of HIDOE may come across student information, whether intentionally or by accident; therefore, everyone in our schools and HIDOE offices is responsible for protecting student information.

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Rights afforded to parents and eligible students

FERPA affords parents and eligible students certain rights with respect to students' education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the school administrator receives a request for access.

Parents or eligible students who wish to inspect their or their student's education records or record of disclosures should submit to the school administrator, a written request that identifies the records they wish to inspect. The school administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend their student's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses PII from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits the disclosure of PII from a student's education records, without the consent of a parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student-

- To other school officials, including teachers, within HIDOE whom the school has determined to have legitimate educational interests. A school official may include a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board of Education. A school official may include contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions or performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records. These parties may include an attorney, auditor, medical consultant, therapist, education risk assessment team or similar, a parent or student volunteering to serve on an official

committee, such as a disciplinary or grievance committee, volunteer assisting another school official in performing his or her tasks; or upon request to a school official of an institution of higher learning assisting a student with college recruitment and access, including facilitating awarding and/or recruitment of scholarships and/or financial aid opportunities, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§§ 99.31(a)(1)(i)(A) and 99.31(a)(1)(i)(B)) A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for the purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State. Disclosures under this provision may be subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
 - Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
 - To an agency caseworker or other representative of a State or local student welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
 - To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by HDOE to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

In some cases, a stepparent may be considered a “parent” under FERPA if the stepparent is present on a day-to-day basis with the natural parent and student and the other parent is absent from that home. An eligible student may grant privileges to others to view her/his education record by submitting to their school a written consent thereby granting permission to that person. Conversely, a stepparent who is not present on a day-to-day basis in the home of the student does not have rights under FERPA with respect to the student’s educational records. A family member or other caretaker who is acting in the absence of the parent(s) may also be considered a “parent” under FERPA.

A parent or eligible students may grant privileges to others to view their student’s or their education records by submitting to the student’s or their school a written consent thereby granting permission to that person. The written consent should specify 1) the records that may be disclosed; 2) state the purpose of the disclosures; and 3) identify the individual or party to whom the disclosure may be made. If an individual the student is living with submits to the school a “Caregiver Consent Affidavit” pursuant to Hawaii Revised Statutes §302A-482, that individual has the right to view the student’s education records as the student’s caregiver.

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Directory Information

FERPA requires that HIDOE, with certain exceptions, obtain your consent prior to the disclosure of personally identifiable information from your student's or your education records. However, HIDOE may disclose appropriately designated "directory information" without prior written consent, unless you have advised HIDOE to the contrary in accordance with HIDOE procedures. The primary purpose of directory information is to allow HIDOE to include information from your student's or your education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or eligible student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture or market class rings or publish yearbooks, online educational vendors providing assessments or curriculum, and institutions of higher learning for the limited purpose of encouraging college attendance, to facilitate awarding and/or recruitment of scholarships, and/or financial aid opportunities. If the school requires students to wear identification badges, directory information will be listed on a student's school identification badge.

In addition, two federal laws require HIDOE, which receives assistance under the Elementary and Secondary Education Act of 1965, as amended, to provide military recruiters, upon request, with the following information - names, addresses and telephone listings for secondary students – unless a parent or eligible student have advised HIDOE that they do not want this information disclosed without their prior written consent.

HIDOE has designated the following information as directory information (HAR § 8-34-3):

- Address;
- Telephone number;
- Date and place of birth;
- Dates of attendance (i.e., enrollment/withdrawal dates);
- Grade (class) level;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Awards received, including honors and Certificates of completion (e.g. diploma);
- The most recent previous educational agency, institution, or school attended; and
- Graduation date.

If a parent or eligible student does not want HIDOE to disclose the information designated above as directory information from the student's education record without prior consent, then parents or eligible students must submit a legibly written, dated, and signed request to the school indicating so. Opt out requests will be accepted at any time during the school year and will be effective from the date of receipt at the school (i.e., prior disclosures will remain unless the material which contains the prior disclosure is reprinted). If a parent or eligible student does not file an opt out request, student information may be released to the extent that laws, regulations, or policies authorize such disclosure, without consent.

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Parents and eligible students should be aware that choosing to opt out will prevent the release, without prior written consent, to colleges, prospective employers, companies providing class rings or photographs, and to other organizations or individuals. The student's information would be kept out of the yearbook, school newspaper, graduation commencement program, sports activity sheets, honor roll, etc.

The "Notice for Directory Information" may be found on HDOE's Student Privacy webpage.

What is the Protection of Pupil Rights Amendment (PPRA)?

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sexual behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student's parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- Inspect, upon request and before administration or use -
 1. Protected information surveys of students, created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parent to the student when the student reaches 18 years of age or emancipated minor under Hawaii law.

HIDOE has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. HIDOE will directly notify parents of these policies at least annually, at the start of each school year, and after any substantive changes. HIDOE will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her student out of participation of the specific activity or survey. HIDOE will make this notification to parents at the beginning of the school year if HIDOE has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their student out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

The following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education; and
- Any non-emergency, invasive physical examination or screening as described above.

The “Notification for Rights Under the Protection of Pupil Rights Amendment (PPRA)” may be found on HIDOE’s Student Privacy webpage. Parents who believe their rights have been violated under PPRA may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Email: PPRA@ED.gov

Phone: (202) 260-3887

Military Recruiters’ Request for Information

HIDOE provides the local Inter-Service Recruitment Council, upon their request, with secondary students’ names, addresses and telephone listings (including unlisted numbers) as required by the Every Student Succeeds Act (ESSA). Although military recruitment focuses their efforts on high school juniors and seniors, the law allows for the gathering of this information from the broad category of “secondary” students, defined as students in grades 7 through 12. If the parent of a secondary student or an eligible student does not want HIDOE to provide the requested information to military recruiters, the parent or eligible student must “opt out.” Parents or eligible students must make a written request restricting the release of student information to military recruiters. The school will accept a signed and dated letter from the parent or eligible student. Alternatively, the school will accept a completed and signed HIDOE “opt-out” form. A pre-formatted “opt out” form is available at your school or may be found on HIDOE’s Student Privacy webpage.

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Institutions of Higher Learning: Request for Student Information

ESSA requires HIDOE to provide to institutions of higher learning (IHL), upon their request, the name, address, and telephone number of secondary students in the 11th and 12th grade. In addition, HIDOE may share the names, addresses, and telephone numbers of 11th and 12th grade students to facilitate the awarding and/or recruitment of scholarship and/or financial aid opportunities. If the parent of a student or an eligible student does not want HIDOE to provide the requested information to IHL, the parent or eligible student must “opt out.” Parents or eligible students must make and submit to the school a written request restricting the release of student’s information to IHL. The school will accept a signed and dated letter from the parent or eligible student. Alternatively, the school will accept a completed and signed “opt-out” provided by HIDOE. A pre-formatted “opt out” form is available at your school upon request or may be found on HIDOE’s Student Privacy webpage.

Complaints or Questions

Parents or eligible students who have questions or feel their rights have been violated may contact:

HIDOE:

Mail: Data Governance and Analysis Branch
Department of Education
P.O. Box 23804
Honolulu, HI 96804

Email: FERPA@k12.hi.us

Phone: (808) 784-6050

U.S. Department of Education:

Mail: Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Email: FEPR@ED.gov

Phone: (202) 260-3887

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Technology Responsible Use Guideline and
Technology Responsible Use Form
Frequently Asked Questions for Hawai'i State Department of Education Use
Revised June 2026

1. Why is the document long and wordy?

ANSWER: In 2015, three documents were combined into one, emphasizing the important and significant safety and secure computing reminders. The three documents were the Digital Device Usage Policy (DDUP), Student Internet Use Guidelines, and the Network and Internet Server Acceptable User Guidelines. Duplicative statements were eliminated and in some cases the statements were clarified.

2. Why was the TAUG renamed?

ANSWER: This document represents a shared responsibility among the student, parent/guardian and school. Furthermore, research shows best practices in the Education Industry highlights the need to educate students on responsible use and not only what is deemed to be acceptable actions. Therefore, the Guideline was renamed, Technology Responsible Use Guideline (TRUG) and Form is renamed to the Technology Responsible Use Form (TRUF).

3. In this 2016 version, the form is separate from the notification. Explain why.

ANSWER: To align with other Student Privacy documents and forms, the notification to parents was created into its own guideline document.

4. Does the student AND the parent/guardian need to sign the TRUF?

ANSWER: If the student is 18 years or older, they are considered an eligible student. Therefore, the parent of an eligible student does not need to sign the form but can if they choose. Students are asked to sign the form along with their parent/legal guardian to heighten their awareness of technology and the safe use of the Internet.

5. What happens if the student does not return the form?

ANSWER: School personnel is to remind the student and the parent of the importance of returning the form. Clarify if the parent/1 forgot or will not provide permission. If form is misplaced or they forgot, school personnel may need to send home an additional form or have the parent print the form at home.

6. A parent refuses to sign the form. What does the school do?

ANSWER: School is to make alternate arrangements by working with the Hawai'i State Department of Education (Department) branches or vendors for paper versions of the curriculum or assessment. An option is to have a school staff member log in for the student and frequently monitor the usage at school. Parents should be made aware that if they do not agree to the TRUG, the child may be subject to:

- *Limited access to programs*
- *Denial of free---time Internet privileges*
- *Reduction in computer time*
- *Denial of digital device take-home privileges*

7. Parent wants to know how much the replacement cost of the device will be before signing the form.

ANSWER: Difficult to answer because the cost varies with the equipment being replaced. The school will inform the parent of the replacement cost once the costs are known.

8. Now that the form is valid for the duration of the student attending that school, what happens if the student transfers to a new school?

ANSWER: Whenever a student transfers to another school, a copy of the latest TRUG must be provided and a new TRUF must be signed by the parent/guardian or eligible student.

9. What happens if that transferred student comes back to the previous school?

ANSWER: If the previous school is able to find this student's TRUF and verifies that it has been signed within the last 12 months, the TRUF is still valid. If the form cannot be located or it is older than 365 days since signed, a new TRUF is to be signed and filed with the school that the student transferred back to.

10. What if the TRUG has been revised since the TRUF has been signed when a student remains at the same school? Does a new TRUF have to be signed?

ANSWER: The revised TRUG must be provided to the parent/guardian or eligible student and the TRUF must be re-signed. There will be a Department Memo for reference in the event this occurs for specific directions.

11. Parent has rescinded the signing of the TRUF. What does the school do with the signed form?

ANSWER: School is to maintain all versions of the TRUF until the student completed transition to the next school.

12. What materials are available for Elementary school students to help with explaining the TRUG to them?

ANSWER: A one-page, double-sided Elementary Student Matching Activity was created, with help from State Resource Teachers, to aid in aligning the TRUG with General Learner Outcome (GLO) #6 – **Effective and Ethical User of Technology**. Elementary and a few secondary schools have been teaching to GLO #6 as it is measured in the student's report card (<http://reportcard.k12.hi.us>).

13. Why can't these documents and forms be available online instead of having the schools distribute these to the students to take home?

ANSWER: Data Governance and Analysis Branch is exploring several options to determine the feasibility. However, not every home has access to the Internet. Therefore schools are requested to make hard copy of the TRUG and TRUF available.

14. Do both parents need to sign the TRUF?

ANSWER: Yes, comments have been provided to Data Governance and Analysis branch that only one parent is aware of the TRUG/TRUF. The recommendation is that both parents and

the student sign the form.

15. What if parents are divorced, live in separate households, and have joint physical custody; is it required that both parents sign the TRUF, along with the student?

ANSWER: If both parents have shared custody and retains educational decision making rights of the student, both parents are to sign. This would entail parents finding a way to communicate with each other without the school interceding. Both parents must understand the responsibility of technology, the Internet, and Network usage by the student while at school or school-sponsored events.

16. If only one parent has sole physical custody, are we required to have both parents sign the TRUF?

ANSWER: If both parents have educational decision making rights, both parents should sign the TRUF, if possible. If only one parent has educational decision making right, that parent is to sign on the child(ren)'s TRUF.

17. Is it required to print the Student ID # for elementary students?

ANSWER: No, the Student ID # is not required to be entered onto the TRUF. This information was requested by schools so that the forms could be filed by Student ID # and not by name.

18. Parent or student does not agree to the TRUG/TRUF and will supply their own laptop (or mobile device) and a hotspot. Is that allowable?

ANSWER: No. Students may not use their own personal computer or mobile device (such a smartphone or tablet) while at school or at a school event. If school has a one-to-one computer program, the student is to use their assigned computer to complete school assignments that require the use of an electronic device.

Use of personal hotspots to connect to the school's or the Department's network is not permitted. A personal hotspot will not be monitored or accessed by the school or the Department. The student will not be allowed to connect to any online educational applications using a hotspot at the school or school event. The Department will defer to the parent or legal guardian on how their child(ren) connects to the Internet and any non-school authorized websites the child(ren) accesses while working on school assignments at home.

19. School assigns email addresses to students. Should the school remind parents that the email address is only to be used for educational purposes?

ANSWER: Yes. Students' email addresses are only to be used for educational purposes only.

20. School Administrators like the TRUG and TRUF. Are they able to use the TRUF and require Department employees to sign it?

ANSWER: The TRUG and TRUF were written for students. The Department's employees are to follow the Acceptable Use Guidelines found on the Department's Intranet using this link: <https://bit.ly/hawaii-student-privacy>



Or QR Code:

Student Publication/Audio/Video Release Forms
Frequently Asked Questions for Hawaii Public Schools'
Faculty and Staff
OSIP Rev. June 2026

1. Why are there two versions of the Student Publication/Audio/Video Release Form?

ANSWER: Schools have indicated challenges with Student Publication/Audio/Video Release Form- General (RS 26-0618) (included in Parent Notification Student Information Document, Notice, and Forms booklet) since some families have refused to sign the form which has been “all or nothing” in terms of consent for publication.

RS 26-0619 is an event-based form. RS 26-0619 allows a parent or eligible student to consent to a specific event/publication or a list of specific events. For example, RS 26-0618 may be used for release of photo for yearbook only. High schools should consider using this form as part of their students' graduation/commencement contract to specifically cover graduation programs and videos. Having two forms requires more record keeping for schools but provides more flexibility, at schools' discretion, than in the past.

Starting in School Year 2021-2022, RS 26-0618 must be completed upon enrollment in a new school, similar to the TRUF (RS 17-0052). RS 26-0618 is valid for the student while attending the same school unless rescinded by the parent or eligible student, or when notified.

RS 26-0618 and RS 26-0619 forms are using this link: <https://bit.ly/hawaii-student-privacy>



Or QR Code: :

2. Schools spend large amounts of time attempting to collect forms, signed and with a “Yes” or “No” selection. Is the school able to default the selection for the students that return the form only with signatures and for students who don't return the form at all?

ANSWER: No. School staff should remind students and parents of the importance of returning completed forms. If the form is misplaced or forgotten, school staff should send home an additional form or inform the parent that the form is available to print the form from home. School staff may not default to “Yes” or “No” on behalf of the parent, nor is the school able to pre-populate the form with a “Yes” prior to seeking signature.

Schools should attempt to collect the form from the student until the date of the event. Schools should include a note in the student's folder that indicates the dates and times of the attempts to collect the form from the parent or eligible student.

3. Schools want to file the form by homeroom teacher, can a line be added for the teacher's name on the form?

ANSWER: To minimize what the parent has to fill out on the form, a teacher's name will not be a line on the form. Space is provided in the signature area for schools to write the teacher's name or homeroom number if the school files the forms by homeroom.

4. The new Student Information System has one check box for Student Publication. How do we use the Student Information System to capture the activities/events we have parent consent for?

ANSWER: The Student Information System does not have the capability to log each activity/event. Schools may choose to log the permission by each student for each activity or event. This log must be kept in a secured and locked cabinet or location and should not be saved on the Internet using free webhosting services such as Google or Dropbox. The original signed form must be filed in the student's folder.

5. Where does the school file these forms?

ANSWER: Per Family Educational Rights and Privacy Act (34 C.F.R §99.32) and Hawai'i Administrative Rules Section 8-34-15, these documents must be stored in the student's folder. Schools may establish procedures they believe will work best for their school. Options may include but are not limited to:

- Establishing a separate folder with the student's name to file all forms in, such as the Student Publication/Audio/Video Release form, the TRUF, the various opt-out forms and letters, etc. This separate folder may be kept with the Student's Cumulative folder.
- Establishing a separate folder for each event or activity and placing all consents in that folder, alphabetically.

6. A parent requested to review their child's educational record including the publications and recordings their child has been in. Are they able to request this?

ANSWER: Yes, the parent may request to review this. Based on the process established, school staff will need to access the folder where the student's release forms have been stored and retrieve for parent review, as requested.

7. Schools requested to have parent email or contact number added to the form in the event parents must be contacted. Why doesn't the form have this information?

ANSWER: This request was considered. Supporting the direction to minimize what the parent is required to fill out on the form, this information was not added. Furthermore, if the form is not returned, school personnel would still need to access the student's record to obtain the contact information.

8. A significant number of parents are turning in signed release forms but the "Yes" or "No" boxes are left unchecked. What do we do with these forms?

ANSWER: Schools should make reasonable attempts to have the parent/guardian or eligible student complete the form until the event date has passed.

9. Parents of school athletes are taking videos of the games (or pep rallies or fundraising activities) and want to post it on the school's social media site or the school's website. Is this allowable?

ANSWER: The video must be reviewed by school staff and approved by the school administrator before posting to the school's site. All school athletes have signed permission release forms in order to play in the official games where published rosters are required, but other students may be included in the recording who may not have provided permission.

Parents may not post directly to school's social media or website, nor add a hyperlink from the school's website to the parent's site to view the videos.

10. The State of Hawai'i Department of Education (Department) Communications Office routinely posts student photos onto the social media or website or retweets school's social media postings. How are they covered to use the photographs of our students?

ANSWER: The Department Communications State Office verifies with the school that the parents or guardians of the students or eligible student featured in the photo has signed the consent.

11. A student has an entire Directory Information opt-out on file but the parent provided a 'Yes' on the Student Publication/Audio/Release Form-General (RS 26-0618) for an event or activity. How does the school handle this?

ANSWER: A "Yes" on the Student Publication/Audio/Video Release Form-General (RS 26-0618) for an event or activity shall supersede a directory information opt-out on file. Though not required, school personnel may contact the parent and confirm the permission. If parent confirms permission, school may display student's photo, student's work, video and audio records for the purpose or event stated on the form, but student is still unable to be named in school-related activities and sports if student's directory information is to be released, exchanged, or communicated. For example, the student is able to participate in the graduation ceremony and have their name listed in the program but if the directory information opt-out has not been rescinded, the student's name cannot be called during the ceremony nor any awards or honors recognized publicly. It would be best for the school to communicate with the parent or legal guardian to verify this was their intention with a complete Directory Information opt-out.

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12. Teachers are still unclear on whether it is okay to post/display student work publications in the classroom. Teachers feel posted graded or commented work encourages the students #to work harder and smarter and take pride in their school work. Please clarify what can be posted.

ANSWER: Refer to the matrix below:

Parent Permission on Student Publication/Audio/Video Release Form-General (RS 26-0618)	Graded or Ungraded	Posted/Displayed Student Work	Explanation
If Yes	Ungraded or with no comments	OK to post/display with or without name visible	Student Publication/Audio/Video Release Form-General (RS 26-0618) authorizes this
If No	Ungraded or with no comments	Unable to post or display with name visible	Student Publication/Audio/Video Release Form-General (RS 26-0618) restricts this
If Yes	Graded or with comments from teachers or peers	Best to not post or display If commented/graded work is tied to educational interests, names or any PII information are to be removed or listed on the back (where no one can see) before posting/displaying	Grades/feedback on student's work is an <u>Educational Record</u> and identity must be protected unless consent received
If No	Graded or with comments from teachers or peers		Grades/feedback on student's work is an <u>Educational Record</u> and identity must be protected unless consent received

13. A current teacher is also a candidate for a master's or doctoral degree. For their coursework the master or doctoral degree candidate wishes to photograph or video record their classroom or a peer's classroom. What must the school do before the candidate proceeds?

ANSWER: The school's principal must approve the study and confirm the coursework will not interfere with the classroom curriculum. Once approval is received, the candidate will contact the Data Governance and Analysis Branch to finalize a Data Sharing Agreement. The candidate must also create their own personal consent request for parents of the students who may be photographed or recorded, to sign. The candidate's consent form must clearly indicate the reason for the photographs and/or recording, and that this is not Department- or school-related, but for personal reasons of the teacher. This would also

apply to third parties, such as Lion's Club, Marshallese Day, etc., as well. The candidate may not photograph or video record if all consent forms are not collected, or if consent forms indicate that parent does not consent.



STATE OF HAWAII
DEPARTMENT OF EDUCATION

**Adult Publication/Audio/Video
Release Form**

This form combines and replaces the previous Adult Permission to Videotape/Record and Reproduce Work Forms. By signing this form, you agree to the terms and conditions of this agreement. Please complete the following:

1. *Print all of the following requested information legibly. Use blue or black ink.*
2. *Check the appropriate box below.*
3. *Sign the "Signature" line.*
4. *File with your school's secretary, or your complex area or state office branch secretary, accordingly.*

I hereby give my permission to the Hawaii State Department of Education (HIDOE) to use my work, video recording, or otherwise record my name, voice, and/or likeness in its publications. I understand that examples of my work and/or these recordings of me will be used exclusively for non-commercial, educational purposes, which may include, but is not limited to, distribution by print, internet, or digital media and open-circuit broadcast, closed-circuit, and/or cable television transmission within or outside of the State of Hawaii for the duration of the media.

I understand that there will be no financial or other remuneration for the use of my work and/or recordings, either for the initial or subsequent transmission or playback, and I hereby release the HIDOE from any liability resulting from or connected with the publication of such work or recording. I grant to the HIDOE, permission to use the work or recordings for the duration of the media. I further understand that my permission or consent may be rescinded; however, in order for the revocation of permission/consent to be effective, it must be made in writing and said revocation will not affect the publication or work that has already been produced and/or published.

HIDOE may use my name, likeness, work, and/or bibliographical identification for publicizing and promoting the use of the work or recordings.

HIDOE has my permission to use my work, to videotape, or otherwise record my name, voice, and/or likeness for educational purposes.

☐ Yes ☐ No

The educational purpose and date(s) of the work and/or recordings that is covered by this form is:

Name (Please Print)

Title

School or Office/Branch

Signature

Home Address

Date

City, State, Zip Code