



**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

April 24, 2020

TO: All Employees

FROM: Dr. Christina M. Kishimoto  
Superintendent

SUBJECT: **Technology Guidance for Employees**

The Hawaii State Department of Education (Department) is issuing its *Technology Guidance for Employees*. This guidance provides information on the various technology tools that are available to Department staff (e.g., Webex, Google, Adobe Sign, etc.), guidelines, best practices on using technology, and related resources.

As the COVID-19 situation evolves, the Department anticipates updates to the guidance to further support telework, distance learning, and other Department initiatives. An electronic version of this document will be posted to the Department's ServiceNow (<http://help.hidoe.org>) portal. Employees will need to login using their @k12.hi.us account credentials to access the online version of the document. A pdf attachment of the current version (as of April 23, 2020) is attached to this memorandum.

If you have any questions about the guidance document or other technology-related guidelines, please contact Christine Shaw, Office of Information Technology Services, at [oits-ea@k12.hi.us](mailto:oits-ea@k12.hi.us), or call (808) 586-3307.

CMK:cs  
Attachment