




STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

October 12, 2020

TO: Complex Area Superintendents
Principals (All)
Public Charter Schools Directors (All)
State Public Charter School Commission

FROM: Rodney Luke 
Assistant Superintendent

SUBJECT: **Students Use of Audio and/or Video for Distance Learning Lessons**

This is a courtesy reminder that **any student using video or audio for distance learning lessons must have parent consent** prior to engaging in such activity. Please check that students' Student Audio Video Publication Release Form (SPAV), (RS 16-1391) (<https://bit.ly/HIDOESPAV>) is marked "yes." Students who do not have parental consent via the SPAV form can still participate in distance learning lessons through observation and chat functions but should not appear on audio or video.

If a parent marks "no" on the SPAV form but would like their child to participate with video and audio for distance learning lessons, the parent may complete the SPAV Release form for Events (RS 17-0924) (<https://bit.ly/SPAVEVENT>) specifying consent for their child to participate in remote conferencing. All Hawaii Department of Education (HIDOE) employees who use remote conferencing apps, such as WebEx, Google Meet, Blackboard, etc., when working with students should do so through their k12.hi.us accounts.

Directory information exception permits certain "directory information" to be disclosed during classroom instruction to students who are enrolled in and attending a class even if a student has an "opt out." For example, even if a student has an opt-out, their name **may** appear on the screen during a distance learning class.

In Hawaii, directory information includes, a student's name, grade level, and current school. For a complete list of what information is considered directory information please see HIDOE's Student Privacy webpage which may be found using this shortcut: <https://bit.ly/FERPAHI>

Distance Learning: Student Attendance and Participation

At the teacher's discretion, students can be required to appear on video and/or audio for attendance or to participate during synchronous instruction. Teachers should clearly communicate their expectations to their students and parents.

For example, Ms. Hooks will take attendance at the beginning and end of class. She will require her students to turn on their cameras and audio and state their name at the beginning and at the end of class so that she can take attendance. When discussing the assigned reading during class, Ms. Hooks will call on students to participate in the discussion. Students she calls on are expected to turn on their camera and audio to participate in the discussion. Ms. Hooks informed her class of these expectations through the class syllabus or class correspondence. Ms. Hooks also announces these expectations at the start of every class.

Student Publication Audio Video Release Forms: RS 16-1391 and RS 17-0924

RS 16-1391 is printed on yellow paper and is inserted into the "Student Information Privacy" booklets that every student should have received. RS 16-1391 is also available as a fillable PDF and may be found using this shortcut: <https://bit.ly/HIDOESPAV>

RS 17-0924 is included on page 17 of the "Student Information Privacy" booklet and is also available as a fillable PDF and may be found using this shortcut: <https://bit.ly/SPAVEVENT>

All forms in the "Student Information Privacy" booklet are available as fillable PDF on the HIDOE Student Privacy webpage (<http://bit.ly/FERPAHI>) under the heading "Related Downloads". The booklet may be found using this shortcut: <https://bit.ly/2SIMJgZ>

In addition to the SPAV forms, the Technology Responsible Use Form (TRUF) & military and higher education opt-out forms are available on the Student Privacy webpage. The fillable forms can be found under the heading "Documents by Language" & under "English". Currently, only the English forms are fillable PDFs.

Schools who have the capability and capacity may accept electronic forms that are digitally or non-digitally signed. If accepting electronic forms, please ensure that there is a process/procedure in place to verify the email addresses from which the forms are sent are from a student's parent or guardian.

Should you have any questions, please contact Ms. Jessica Honbo, Information Specialist, Data Governance and Analysis, Office of Innovation, Strategy and Performance, at (808) 784-6050 or via email at jessica.honbo@k12.hi.us.

RL: jh

Attachments: 1) SPAV Form RS 16-1391
2) SPAV Form for Events RS 17-0924

c: Superintendent
Deputy Superintendent
Assistant Superintendents
Data Governance and Analysis Branch