HAWAII STATE
Department of Education

Confidentiality Requirements

SEAC Presentation
Friday, Feb. 11, 2022
FERPA: Quick Tour

Presented by:
Jessica Honbo
Information Specialist
Office of Strategy, Innovation and Performance
(808) 784-6050 or FERPA@k12.hi.us
Family Educational Rights and Privacy Act (FERPA)

Overview

- FERPA is the Family Educational Rights and Privacy Act
- FERPA is the Federal law that protects the privacy of students’ education records
- FERPA applied to educational agencies and institutions that receive funds under any program administered by the Secretary of Education 34 CFR §99.1
- The Hawaii State Department of Education is subject to FERPA
FERPA gives parents and eligible students the right to:

- Access their children’s education record
- Seek to have the records amended
- Consent to the disclosure of personally identifiable information from education records, unless a FERPA exception applies
- File a complaint for FERPA violations
34 CFR §99.31(1)(i)(A) School Official with a legitimate educational interest may access student information without prior written consent

- School Official - Individuals HIDOE designates as school officials
- Legitimate Educational Interest - School official needs to review an education record to fulfill her professional responsibility

Note: Schools must use reasonable methods to ensure that school officials obtain access to only those education records which they have legitimate educational interests.
What is an educational record?

34 CFR 99.3

- Directly related to a student; and
- Maintained by an educational agency or institution or by a party acting for the agency or institution

The list below are items that would generally not be an education record which includes but is not limited to:

- Sole possession records used as a personal memory aid
- Personal observations
- Peer-graded papers before they are collected and recorded by teacher
Parent Resources

Parent Notification Student Information Privacy booklet

HIDOE’s Student Privacy website: bit.ly/FERPAHI
Employee Resources

- FERPA 101 for Local Educational Agencies - US DOE’s website
- BOE Policy #500-21 “Student Information & Confidential Records” - Acknowledgment of Understanding and Receipt
- BOE Policies - Code of Conduct and Technology Guidance for Employees
- Student Privacy Training
For More Information

HIDOE’s Student Privacy website: bit.ly/FERPAHI
Communication Platform Security

Presented by:
Jonathan Chee
Interim Enterprise Architecture Branch Director
Office of Information Technology Services
Communication Platform Security

Gmail Security

- Gmail encrypts all emails while in transit preventing anyone who intercepts the email from being able to read the email or attachment(s)

Google Drive Security

- All documents stored in Google Drive are encrypted at rest using 128-bit AES keys which is an approved encryption standard by the National Institute of Standards and Technology (NIST) and the National Security Agency (NSA)
- User drivers only accessible to the owner, no administrator access to user Google drives
Communication Platform Security

Virtual Conferencing Platforms

- HIDOE uses Webex and Google Meet for virtual conferencing
- Both virtual conference platforms encrypt all meeting communications
- Both platforms include various meeting security tools (meeting passwords, lock meetings, participant removal, etc.)
Mahalo!