Technology Responsible Use Guideline (TRUG) and Technology Responsible Use Form (TRUF)
Frequently Asked Questions

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 to 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 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/guardian 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. Parent refuses to sign the form. What does the school do?
   ANSWER: School is to make alternate arrangements by working with HIDOE 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 with 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 DOE 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 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 #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.