



**Parental Consent to Use E-mail & Text Messages to Exchange Personally Identifiable Information**

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Parent's Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

At your request, you have chosen to communicate personally identifiable information concerning your child's treatment by e-mail and text messages without the use of encryption. Sending personally identifiable information by email and text messages has risks that you should be aware of prior to giving your permission. These risks include, but are not limited to, the following:

- E-mail and text messages can be forwarded and stored in electronic and paper format easily without prior knowledge of the parent.
- E-mail and text message senders can misaddress an e-mail and personally identifiable information can be sent to incorrect recipients by mistake.
- E-mail and text messages sent over the internet without encryption are not secure and can be intercepted by unknown third parties.
- E-mail and text message content can be changed without the knowledge of the sender or receiver
- Backup copies of e-mail and text messages may still exist even after the sender and receiver have deleted the messages.
- Employers and on-line service providers have a right to check e-mail and text messages sent through their systems.
- E-mail and text messages can contain harmful viruses and other programs.

**Conditions**

We will use reasonable means to protect the security and confidentiality of email and text messaging sent and received. However, because of the risks outlined, we cannot guarantee the security and confidentiality of text messaging communication and will not be liable for improper disclosure that is not caused by our intentional misconduct. Consent to the use of text messages includes agreement with the following conditions:

- All correspondence to and from a client can be printed and become part of a file.
- Administrative staff may have access to text messages and emails.
- Although our staff will make every attempt to respond promptly, we cannot always guarantee that texts or emails will be responded to within a specific period.
- If there is a delay in response from our staff, it is the client's responsibility to follow up and confirm that the text or email was received and in case of an urgent matter, should use another form of communication to contact our staff.
- The client is responsible for delineating their desire in writing of any information the client does not want sent by text or email.
- The client is responsible for protecting their password or other means of access. We are not liable for breaches of confidentiality caused by a client or third party.

**Parental Acknowledgement and Agreement**

I acknowledge that I have read and understand the items above which describe the inherent risks of using e-mail and text messages to communicate personally identifiable information.

Nevertheless, I \_\_\_\_\_ Authorize \_\_\_\_\_,  
whose email and phone number are \_\_\_\_\_  
to communicate with me at the following email address or phone number: \_\_\_\_\_  
concerning my child's participation in the EIP (Early Intervention Program), CPSE or CSE, including but not limited to communication regarding service delivery, his/her progress of the IFSP or IEP and any other related matters. I understand that use of e-mail and text messages without encryption presents the risks noted above and may result in an unintended disclosure of such information.

(Optional) In addition, I give permission for members of my child's treatment team to communicate personally identifiable information concerning my child with each other using unencrypted e-mail and text messages. Team members to whom I give permission to use unencrypted e-mail and text messages about my child include:

Name	E-mail address	Phone Number

Parent's Signature: \_\_\_\_\_ Date \_\_\_\_\_