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

Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

* E-mail can be forwarded and stored in electronic and paper format easily without prior knowledge of the parent.
* E-mail senders can misaddress an e-mail and personally identifiable information can be sent to incorrect recipients by mistake.
* E-mail-sent over the internet without encryption is not secure and can be intercepted by unknown third parties.
* E-mail content can be changed without the knowledge of the sender or receiver
* Backup copies of e-mail 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 sent through their systems.
* E-mail can contain harmful viruses and other programs.

**Parental Acknowledgement and Agreement**

I acknowledge that I have read and understand the items above which describe the inherent risks of using e-mail to communicate personally identifiable information. Nevertheless, I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Authorize\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

whose email address is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to communicate with me at my email address, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 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 without encryption presents the risks noted above and may result in an unintended disclosure of such information.

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