



## Parental Consent to Use E-mail to Exchange Personally Identifiable Information School Year 2022-2023

Parent Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

At your request, you have chosen to communicate personally identifiable information concerning your child's Special Education Itinerant Teacher (SEIT) services by e-mail without the use of encryption. Sending personally identifiable information by e-mail 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:

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

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 all professional at Alcott School to communicate with me at my e-mail address regarding service delivery, progress on IEP goals, 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.

I understand that if my child's IEP includes SEIT services and one or more related services (i.e. speech therapy, occupational therapy, physical therapy, family training, and/or counseling) the SEIT is designated the Coordinator of Services. I give permission for all members of my child's treatment team to communicate personally identifiable information concerning my child using unencrypted e-mail with Madeline Marks, SEIT Coordinator at Alcott School, with the email address [mmarks@alcottschool.org](mailto:mmarks@alcottschool.org), and with the Special Education Itinerant Teacher (SEIT) appointed by her.

**I do not wish to communicate through email.**

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