



ALCOTT SCHOOL

Parental Consent to Use E-Mail to Exchange Personally Identifiable Information

Parent's name: _____

Email address: _____

Child's name: _____

DOB: _____

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:

- 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 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 online 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. I, _____, authorize Alcott School employees to communicate with me at my e-mail address, _____, concerning my child, _____, including but not limited to communication regarding service delivery, his/her progress, evaluation or progress reports, and any other related matters. In addition, I give permission for members of my child's team to communicate personally identifiable information concerning my child with each other using unencrypted email. I understand that use of e-mail presents the risks noted above and may result in an unintended disclosure of such information. I also give permission for the above named to communicate relevant information and/or reports via email with the CPSE chairperson at my child's school district.

OR

_____ I do not authorize Alcott School to communicate with me via email.

Parent's Signature _____ Date _____

www.alcottschool.org