

The Hagedorn Little Village School (HLVS)
Jack Joel Center for Special Children

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

Parent's Name: _____

Child's Name: _____ D.O.B. _____ Room # _____

HLVS staff members (teachers, therapists, psychologists, supervisors, etc.) wish to communicate with you via email regarding your child's program and progress. 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 paper format easily without prior knowledge of the parent.
- E-mail sender 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/We (Parents/Guardians):

Name: _____ Name: _____

authorize HLVS staff (teachers, therapists, psychologists, supervisors, etc.) to communicate with me at the following email address(s):

_____ and _____

concerning my child's program at HLVS, including but not limited to communication regarding service delivery, his/her progress 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/Guardian Signature _____ Date _____