**Deanna Kozlowski, LISW**

**Social Media and Electronic Communication Informed Consent**

**SOCIAL MEDIA**

This document outlines my office policies related to use of Social Media and electronic communication. Please read it to understand how I conduct myself on the Internet as a mental health professional and how you can expect me to respond to various interactions that may occur between us on the Internet. If you have any questions about anything within this document, I encourage you to bring them up when we meet. As new technology develops and the Internet changes, there may be times when I need to update this policy. If I do so, I will notify you in writing of any policy changes and make sure you have a copy of the updated policy.

Per the National Association for Social Workers Ethical regulations, I do not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, Twitter, etc). This policy is an effort to preserve your confidentiality and our respective privacy. Please note that if you do choose to connect to one of my business-related sites and you make a comment or post, those comments and posts are available for viewing by others. In doing this, you may be revealing that you are a client or former client. Also, be advised that I will not comment back to you in any way that acknowledges our therapist/client relationship or that discusses anything about our therapist/client relationship. If you have questions about this, please bring them up when we meet and we can talk more about it.

**ELECTRONIC COMMUNICATION**

I cannot ensure the confidentiality of any form of communication through electronic media, including text messages. You are advised that any email sent to me via computer in a work-place environment has the potential to be seen by others. If you prefer to communicate via email or text messaging for issues regarding scheduling or cancellations, I will do so. While I may try to return messages in a timely manner, I cannot guarantee immediate response and request that you do not use these methods of communication to discuss therapeutic content and/or request assistance for emergencies. I am ethically and legally obligated to maintain records of each time we meet, talk on the phone, or correspond via electronic communication such as email or text messaging. These records include a brief synopsis of the conversation along with any observations or plans for the next meeting. A judge can subpoena your records for a variety of reasons, and if this happens, I must comply.

**Internet Searches**: While my present or potential clients might conduct online searches about my practice and/or me, I do not search my clients with Google, Facebook, or other search engines unless there is a clinical need to do so, as in the case of a crisis or to assure your physical wellbeing. If clients ask me to conduct such searches or review their websites or profiles and I deem that it might be helpful, I will consider it on a case by case basis and only after discussing possible impacts to our professional relationship and your privacy.

Please sign and date below to acknowledge that you have read and understand the social media and electronic communication informed consent. If you would like a copy if this document, one will be provided for you.

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Client Name (print) Client Signature Date

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Parent Name (print) Parent Signature Date