

## **Agreement to Creating a Confidential, Appropriate, Space Online**

Being seen online is a privilege. This privilege can be revoked at any time. If you are not able to maintain a confidential space online your session will be terminated without warning.

This agreement outlines what is expected to maintain a confidential, appropriate online session that is private.

Privacy means you will not be overheard, the space is quiet, so confidential information can be exchanged separate from others. If there are others inside your home or space and/or external noises that might interfere with your treatment, this will not be considered confidential. You can create a white noise with a fan or other form of background noise, like a noise filter if necessary. Consider using headphones or earbuds so that your provider's voice is kept private and is only hearable by you.

If there is anyone in the house that might walk-in on your session, please inform them ahead of time, remind them, put a sign on the door, and lock the door. Children should also not interrupt the session. If an unexpected interruption occurs, please reconnect with your therapist after ending the session, once the interruption is addressed.

If you have a hard time finding confidential space, here are some examples that others have used. These are not ideal but should be considered secondary choices if an ideal setup is not available. If you use any of these, please make sure that the space is comfortable to you. Being comfortable is also highly important.

- Laundry Room
- Walk-In-Closet
- Basement
- Attic
- your car parked in a safe, private spot. Unfortunately, conversations can be heard outside a car if on speaker, so please use ear buds and do not operate the vehicle while in session.

A laptop or desktop computer are ideal — preferably the biggest screen size that you have available to you (that you can also have in a comfortable, confidential space).

If you're using a tablet or phone, please prop up the device so that it is stable and that the camera is about level with your eyes

Please make sure that your space is well-lit and don't have a bright light source directly behind you.

Please do not invite family members into your session unless it is pre-approved with your therapist ahead of time.

Refrain from any impulsive behaviors while online (moving around, throwing, moving objects, drug use, smoking, etc.)

I have read the information provided above and willingly agree to these rules. I can discuss it with my therapist if I don't understand the information contained in this form until all of my questions have been answered to my satisfaction.

Signature of client/parent/legal guardian \_\_\_\_\_

Date \_\_\_\_\_