

# Staying Ethical & Safe While Using Technology as a Social Worker

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## Resources for staying up-to-date on technology changes and their implications for clinical work

- Person Centered Tech  
[www.personcenteredtech.com](http://www.personcenteredtech.com)
  - *A good overview of technology written by a clinician. Provides a helpful free newsletter.*
- Practice of the practice  
[www.practiceoftheppractice.com](http://www.practiceoftheppractice.com)
  - *A helpful site focusing on general topics in private practice including the use of technology.*
- HIPAA (HHS.GOV)  
<https://www.hhs.gov/hipaa/for-professionals/special-topics/health-information-technology/index.html>
  - *The key regulations on technology are found here. Stay informed by checking regularly.*
- Walkthrough for turning on encryption (Windows)  
<https://www.howtogeek.com/192894/how-to-set-up-bitlocker-encryption-on-windows/>
- Walkthrough for turning on encryption (Mac)  
<https://www.howtogeek.com/184675/how-to-encrypt-your-macs-system-drive-removable-devices-and-individual-files/>

## Key Recommendations for using technology as a social worker:

- Have antivirus and firewall both installed and active that are both set to automatically update.
- Professional boundaries on your clinical technology devices (e.g. don't visit porn, torrent, etc.).
- Consider using a VPN on cell phones, computers, tablets, etc. with clinical information on them.
- Setup full-drive encryption on cell phones, computers, tablets, etc. with clinical information on them.
- Ensure that you only utilize HIPAA compliant cloud computer, telehealth software, secure messaging (E.g. secure email, texting, fax, etc.), and other apps (e.g. Encryption of data & transmission).
- Securely destroy decommissioned technology hardware.
- Consider including your technology policies in your informed consent.
- Backup all contacts with clients in the clinical file (e.g. text messaging, email, etc.).

## Key Recommendations for social media use / online presence as a social worker:

- Be mindful of your online posting (e.g. social media).
- Consider a hidden personal account and a public social media / online clinical persona.
- Don't google, facebook friend, etc. with clients (clinical boundaries).
- Don't solicit recommendations.
- Consider having a social media policy that is given to clients in informed consent.