

MFT Program Policy on Confidentiality and Prohibition on Duplication or Storage of Confidential Course Materials

Policy Availability

The **Policy on Confidentiality and Prohibition on Duplication or Storage of Confidential Course Materials** is available to the public on the [MFT Homepage](#) > [Accreditation](#) > [Policies and Handbook](#).

Materials Designated for Viewing Only

At times, instructors may make confidential instructional materials available to students for viewing or educational use only. When an instructor expressly prohibits duplication, downloading, saving, copying, recording, photographing, or taking screenshots of such material, students are required to comply with that directive.

The ability of a course platform, website, application, or device to technically permit downloading, screen capture, recording, or other forms of duplication does not constitute permission to engage in those activities.

Students must not attempt to circumvent technical restrictions or otherwise obtain, retain, or reproduce materials that the instructor has designated as view-only.

Student Responsibilities

Students are expected to:

1. Access confidential instructional materials only for legitimate educational purposes related to their MFT coursework and training.
2. Follow all instructor directions concerning the use, access, and handling of course materials.
3. Refrain from downloading, saving, copying, screenshotting, photographing, recording, or otherwise reproducing confidential materials when such activities are prohibited.
4. Not transfer confidential materials to personal computers, phones, tablets, external drives, cloud-storage accounts, email accounts, messaging applications, or other personal storage systems unless expressly authorized.
5. Not share confidential materials with classmates, friends, family members, other students, or any other unauthorized person.
6. Not post, upload, distribute, or otherwise make confidential materials available through social media, websites, file-sharing services, messaging platforms, or other electronic or physical means.
7. Take reasonable precautions to prevent unauthorized individuals from viewing confidential instructional materials.
8. Immediately notify the course instructor or appropriate MFT Program personnel if confidential material has been inadvertently downloaded, saved, copied, disclosed, or otherwise mishandled.

Confidentiality and Professional Conduct

Students are reminded that access to confidential client material is a privilege associated with their education and professional development. The fact that material is provided within a course does not eliminate or diminish the confidentiality obligations associated with that material.

Students are expected to handle all client-related information in a manner consistent with applicable law, professional ethical standards, institutional policies, and MFT Program requirements. When there is uncertainty about whether a particular material may be downloaded, saved, copied, or otherwise retained, students should presume that duplication or retention is prohibited and seek clarification from the course instructor before proceeding.

Violations

Failure to comply with this policy may constitute a violation of MFT Program expectations concerning confidentiality, professionalism, academic conduct, and/or applicable institutional policies. Depending on the circumstances, violations may result in educational or disciplinary action in accordance with applicable University and Program procedures.

Unauthorized possession, duplication, disclosure, or distribution of confidential client material may be treated as a serious violation, particularly when it compromises a client's privacy or confidentiality.

Acknowledgment

By participating in the MFT Program and accessing course materials containing confidential client information, students acknowledge their responsibility to protect client confidentiality and to comply with all instructor directives concerning the use and handling of confidential instructional materials.

Program procedures

Unauthorized possession, duplication, disclosure, or distribution of confidential client material may be treated as a serious violation, particularly when such possession compromises a client's privacy or confidentiality.

Acknowledgment

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Related Policies

There related policies can be found at [MFT Homepage](#) > [Accreditation](#) > [Policies and Handbook](#):

Policy on Technology

Policy on Addressing Academic Difficulties

Policy on Student Assessment, Grading, Academic Standards, and Regulations

Policy on AI

Policy on MFT Student Professionalism

This policy addresses Eligibility Criterion E: Accuracy and Program Transparency in Policies and Publications and Standard V12.5, KE I-C: Plan for Assessing Environmental Supports. Updated Spring 2026. Scheduled for review and update biennially or whenever the MFT Program or VSU Information Technology implement significant technological changes

Policy on Professional Behavior
