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 and Prohibition on the Distribution or Discussion of Confidential Material

Instructors may make confidential instructional materials available to students solely for authorized educational viewing or listening. These materials may include videos, presentations, demonstrations, and other instructional resources that are not intended for distribution, reproduction, or retention.

When materials are designated as viewing-only or audio-only, students must comply with all restrictions governing their access and use. Unless expressly authorized by the instructor, students may not:

- Download, save, or retain the materials.
- Copy, reproduce, or distribute the materials.
- Record, photograph, or take screenshots of the materials.
- Share, forward, or otherwise transmit the materials to others.
- Transfer materials to personal devices, external drives, cloud-storage accounts, personal email accounts, or messaging applications.
- Circumvent technical restrictions or safeguards intended to prevent duplication or retention.

The technical ability of a course platform, website, application, or electronic device to permit downloading, recording, screen capturing, or other forms of duplication does not constitute permission to do so.

Student Responsibilities

- Access confidential instructional materials solely for legitimate educational purposes related to their Marriage and Family Therapy (MFT) coursework and professional training.
- Follow all instructor directives and MFT Program requirements concerning the access, use, and handling of instructional materials.
- Refrain from sharing confidential materials with classmates, friends, family members, or any other unauthorized individuals.
- Take reasonable precautions to prevent unauthorized individuals from accessing or viewing confidential instructional materials.
- Immediately notify the course instructor or appropriate MFT Program personnel if confidential material has been inadvertently downloaded, saved, copied, recorded, disclosed, or otherwise mishandled.

Compliance

Compliance with these requirements is a professional and academic responsibility. Students are expected to demonstrate the same respect for confidentiality, privacy, and professional boundaries in their educational activities that is required in professional MFT practice. Violations may be addressed in accordance with applicable university policies, program requirements and policies, and student conduct procedures and could result in dismissal from the MFT Program.

Prohibition on Republishing, Recounting, or Discussing Clinical Case Material on Social Media and Other Platforms

Under no circumstances may students republish, reproduce, retell, re-describe, summarize, reference, or discuss clinical case studies or client-related clinical material obtained, presented, observed, or discussed in connection with MFT coursework, practicum experiences, instructional activities, or guest presentations.

This prohibition applies to all forms of communication, including written, verbal, auditory, visual, audiovisual, and digital formats. Clinical case material may not be shared or discussed through social media, websites, podcasts, livestreams, messaging applications, online forums, or any other public or private communication channels. Prohibited platforms and methods include, but are not limited to:

- YouTube
- Instagram
- TikTok
- Facebook
- Snapchat
- X (formerly Twitter)
- Threads
- LinkedIn
- Reddit
- Pinterest
- Discord
- WhatsApp
- Telegram
- Podcasts and audio-sharing platforms
- Blogs, personal websites, and online forums
- Livestreams, webinars, and other online broadcasts

This prohibition applies regardless of whether the communication occurs through public or private accounts, closed groups, direct messages, or restricted online communities. Changing client names, removing identifying details, paraphrasing, summarizing, or otherwise altering clinical case material to anonymize clients does not constitute permission to republish, retell, or discuss the material. Students may not use clinical case material for social media content, personal commentary, educational content, professional marketing, entertainment, or public

discussion. Any exception involving the disclosure or use of client-related material must receive express written authorization from the client and prior written approval from the MFT Program, consistent with applicable law, ethical standards, and institutional requirements.

Violations and Disciplinary Consequences

Unauthorized possession, duplication, disclosure, reproduction, or distribution of confidential client material constitutes a serious concern and may compromise client privacy, confidentiality, and trust.

Failure to comply with this policy may constitute a violation of MFT Program expectations concerning confidentiality, professionalism, academic conduct, and applicable institutional policies. Depending on the nature and severity of the violation, disciplinary action may include, but is not limited to, educational remediation, formal disciplinary action, or dismissal from the MFT Program, in accordance with applicable University and Program policies and procedures.

Confidentiality and Professional Conduct

Access to confidential client-related material is a privilege associated with students' education and professional development. The fact that material is presented or made available within a course does not diminish the confidentiality obligations associated with it.

Students are expected to handle all client-related information in accordance with applicable laws, professional ethical standards, institutional policies, and MFT Program requirements. When uncertain whether instructional materials may be downloaded, saved, copied, or otherwise retained, students must presume that duplication or retention is prohibited and seek clarification from the course instructor before proceeding.

Acknowledgement

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

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
- Policy on Professional Behavior