MFT Program Policy on Technology

Policy Availability

The Policy on Technology is available to the public on the MFT Homepage > Accreditation > Policies and Handbook.

Statement of MFT Compliance with VSU Technology Polices, Procedures,

The MFT Program complies with VSU Information Technology governance structures to manage, contain, and recover from breaches, provide training and systems oversight, reduce risk and reinforce security, and maintain operational readiness by implementing these policies in cases of actual breach, at which point Information Technology is responsible for monitoring computing systems, restricting access until issues are resolved when threats are detected, and taking actions (e.g., isolating threats, coordinating response efforts) to protect the network.

For more information, see VSU Information Security Policy and go to Technical Support Services. Click on Policies.

Purpose MFT Technology Policy

Technology is a vital component of the MFT Program. Students are expected to maintain the necessary tools and skills to:

- engage fully in academic and clinical training
- receive important university and program communications
- participate in online learning environments
- meet ethical and legal standards of client confidentiality

By understanding and adhering to this Technology Policy, students will be well-prepared for academic success and professional development throughout the MFT Program.

Technology Requirements for MFT Students

The MFT program requires that all MFT students possess or have easy access desktop, laptop, or tablet. All VSU and MFT Program communication occurs through VSU email; thus, successful completion of the MFT degree requires the following.

1. reliable internet access
2. web browsing capabilities
3. a VSU email address throughout the time in the program
4. Calendar application (Outlook preferred)
5. basic skills using Word, Excel, Power Point, or Canva or other presentation software
6. cell phone availability, especially while clinically active
7. Regular access to BlazeView, the VSU learning management system

Valt is configured to restrict the downloading of confidential materials to authorized faculty members only. Students are permitted to download such materials solely with documented faculty authorization and in strict accordance with the Program's Policy on Technology. These safeguards are designed to ensure compliance with FERPA and HIPAA requirements, as

applicable, as well as the AAMFT Code of Ethics, thereby protecting the integrity, security, and confidentiality of student and client information.

Downloading/Saving Material that May Contain Confidential Client Information

AAMFT Code of Ethics, 3.11, regarding Public Statements notes that *"Marriage and family therapists, because of their ability to influence and alter the lives of others and the public perception of the profession, adhere to professional standards when making professional recommendations or giving opinions through testimony or other public statements."*

Students are strictly prohibited from downloading and saving any material that may contain confidential client data or information. This includes videos generated by sessions with clients, PowerPoints, Canva, videos, etc. or any client information, written or verbal, made available to students as part of course material. When course instructors provide confidential material for viewing or discussion, screenshots, downloading, duplication, writing, or narrating client stories is expressly prohibited without instructor, therapist, and when required, client permission.

The Center for eLearning

The Center for eLearning sends information offering training, workshops, and resources to the student listserv to help assist students. The Center is wonderfully helpful, and MFT faculty encourage students to contact the Center with technology and electronic learning questions.

Free Installation of Office Software

MicroSoft Office 365 is an all-in-one communications and collaboration platform for university faculty, staff and students. Features include:

- Free Installation of Office Software
- 50 GB Email, Calendar, Contacts, Tasks
- 1 TB OneDrive Cloud Storage
- MS Web Apps: Word, Excel, PPT, OneNote

We encourage students to take advantage of the university site license and download Free MicroSoft Office 365. The software provides the software recommended above and 1TB of free cloud storage.

Student Access to University Computers

Students in the MFT Program have access to computers in the student work room, GA office, conference room, and classroom. In the classroom, students can also access the computer, the Power Point projector, and the ViewSonic.

Required Technology Training

Each year, the following must be completed

1. Cybersecurity training (all students, faculty, and staff)
2. Compliance Training (faculty, staff, and Graduate Assistants)

VALT as HIPAA Compliant Software

During the first semester of their first year in the MFT Program, as an aspect of the Service Learning workshop, students receive training on how to use Valt (Video Audio Learning Tool), the HIPAA compliant video recording system installed in 2025 in FamilyWorks training and supervision purposes.

Click here to go to IVS webpage, select "Data Security" tab to learn more about the HIPAA compliant Valt system).

Here, VALT describes the various means and methods by which HIPAA compliance is assured in their video recording systems.

Related Policies

There related policies can be found at MFT Homepage > Accreditation > Policies and Handbook:

- 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