



James Madison University
School Counseling Program Practicum/Internship Recording Permission Form

My name is _____ and I am a student in the graduate level counseling program at James Madison University. I am a School Counselor in Training and am I being supervised by _____ who is the school counselor at _____ school. I am also being supervised by Dr. ____ at James Madison University.

I am looking forward to working with your student this semester. Because I am a counseling practicum/internship student, I am required to submit counseling audio/video recordings to my university supervisor. The purpose of these recordings is to evaluate my work as a counselor. These recordings will take place on a secure and FERPA/HIPPA compliant platform called *Supervision Assist*. The identity of your child will be confidential as their identity will never be disclosed.

The recordings are to be used for my supervision only. My site supervisor, NAME, will be the only other person in your child's school who may have access to these recordings through the platform, for supervision purposes only. These recordings may not be shared with anyone except my supervisors and they cannot be requested for review by anyone else within or outside of the school building. The recordings are erased promptly.

Counseling may include small group or individual sessions. During the sessions, your child and I will work together to understand the problem, the present and future consequences, develop goals for change and a plan of action for change. The ethical guidelines of the American School Counselor Association emphasize the importance of confidentiality between school counselors and students at the same time recognizing the rights of parents. Your child should know and trust that, what is shared with the counselor will stay with the counselor unless your child gives permission to share information or if the counselor suspects the child is in danger of being hurt by others, hurting themselves, or hurting others. I will collaborate with you, as the parent or guardian, and I will include your child in what will be shared as developmentally appropriate.

Counseling records do not become a part of the permanent record of the student except as required by school safety policy. A record may indicate that a student was seen by the counselor or intern; however, the topics discussed are not included unless required by the school board safety policy. The requirements of the Family Education Rights and Privacy Act (FERPA) are enforced—information will not be released to anyone outside our school without your written permission. Through counseling, your child may be taught strategies to help make more effective and healthier decisions, increase the ability to set and reach goals, build better relationships with others, and be more successful in school.

I ask that you review the Virtual Suggestions (pages 2 and 3) to ensure that your child has a secure and confidential experience that helps foster their growth and development in the areas of social, emotional, academic, and career domains. By signing below, you are giving me permission to meet with your son or daughter and record our sessions in the FERPA/HIPPA compliant platform, *Supervision Assist*.

If you have any questions at all, please contact either my on-site supervisor, (NAME) at (EMAIL) or (PHONE)

I give permission to _____, a school counseling practicum/internship student at James Madison University to work with my student. I also agree that the sessions with my student may be recorded on the secure platform, *Supervision Assist*. I understand that the identity of my student is kept confidential and that counseling recordings are erased immediately at the end of my supervision requirement.

Signed _____ (parent/guardian signature) Date: _____

Counseling Services Online: Guidelines for Students and Families

IMPORTANT FOR STUDENTS

Welcome and I am looking forward to working with you as your school counselor! We know that these times are challenging for us all. Yes, you are dealing with a lot of new stressors, and you bring so many strengths! In fact, your strengths of resilience and your abilities in technology often help give adults courage and learn new things. When we work together, it is important that you feel comfortable and that you have a quiet and private space to talk. Remember that while our conversations are confidential (meaning private), we will figure out ways to work with the adults in your life (such as your parent, guardian, teacher) to help you reach your goals. I will have to share with another adult if you are in danger of harming yourself or others or if others are harming you. ***For our online appointment, please make sure you have access to:***

1. **a device** (ask me for help on finding one if you do not have access to a device or the internet at home)
 2. **secure internet** (requires a password or is connected to your hotspot; do not use open access wireless)
 3. **headphones that have a microphone**
 4. **quiet, private space to talk** (it does not have to be a big space)
 5. **a way to type in the chat feature if you cannot talk privately**
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IMPORTANT FOR FAMILIES

When we work together, we will be stronger! Research and experience tell us that relationships with parents and guardians are important to children and adolescents' happiness and well-being, and to their success in life. As your student's school counselor, I want to work with you to better assist your child. The better we work together, the more progress your child can make. Oftentimes, when adults (like parents/guardians, counselors and teachers) make small changes at home and in schools, showing true interest and concern, kids feel supported and they will **progress more quickly**. That being said, kids also should have their **privacy respected** when engaging in counseling. Please help ensure that your child has access to a quiet, private space as well as headphones while they are in a meeting with me. I will be using a secure platform, either, Doxyme or Supervision Assist, for secure online meetings. I am happy to speak with you about your child's progress, provide referral information for ongoing counseling if needed, and work together on any concerns and goals related to your child's social/emotional, academic and/or career well-being.

INFORMATION ABOUT COUNSELING

School Counselors support the Virginia Department of Education’s Mission which is: to *“lead and facilitate the development and implementation of a quality public education system that meets the needs of students and assists them in becoming educated, productive, responsible, and self-reliant citizens.”*

My goal, as your student’s school counselor, is to support your students’ social/emotional, career, and academic concerns to their maximum potential. I am guided by the ethics of the American School Counselor Association (ASCA), which state that my **responsibility to students includes:** treating students with dignity and respect as unique individuals; providing counseling to students in a brief context and supporting students and families/guardians in obtaining outside services if the student needs long-term clinical counseling; and acknowledging the vital role of parents/guardians and families.

ASCA also guides school counselors to maintain confidentiality for students while alerting them to the limitations of confidentiality. Standard A.2.f. states that counselors “Recognize their primary ethical obligation for confidentiality is to the students but balance that obligation with an understanding of parents’/guardians’ legal and inherent rights to be the guiding voice in their children’s lives. School counselors understand the need to balance students’ ethical rights to make choices, their capacity to give consent or assent, and parental or familial legal rights and responsibilities to make decisions on their child’s behalf”

I seek to collaborate with parents, guardians and teachers in a way that is developmentally necessary and appropriate for the student, asking that adults understand that the release disclosure of confidential information may potentially harm a student if it is not necessary or required by law.

TECHNOLOGY GUIDELINES: DO’S AND DON’T’S

- **DO manage your devices!:** Password protect your devices! Enable automatic updates or manually update regularly.
- **DO maintain good password habits!:** Keep passwords secret, refresh them periodically, and use varying and hard to guess passwords. Store passwords in an online vault or private notebook.
- **DO protect your own privacy!:** Consider just how much personal information you reveal in your cyber habits. Don’t share on non-secure platforms and **realize social media posts can be screenshot so they don’t disappear!**
- **DO choose wisely!:** Make sure you on a **secure network** and using **secure platforms** when in a counseling session.
- **DO back it up!:** Back up important files regularly!
- **DON’T be the user error!:** Use good security software and realize that updates are created to fix bugs and security issues. Do the updates!
- **DON’T be a rogue clicker!:** Never click on email attachments unless you know the sender as this can cause files to become infected.
- **DON’T be caught by the Phishers!:** “Phishing” occurs when emails or texts that pretend to come from a trusted source (like video game companies). Don’t click!
- **DON’T be pick-pocketed!:** Never click on a link in an email message asking you to verify personal or financial information of yours or of your parent/guardian via the Web.
- **DON’T take shortcuts!:** Be wary of illegal copies of software, movies, and music.

Sources: Source: Arlitsch, K., & Edelman, A. (2014). Staying safe: Cyber security for people and organizations. *Journal of Library Administration, 54*(1), 46-56. AND Goldsborough, R. (2016). Protecting yourself from ransomware. *Teacher Librarian, 43*(4), 70.



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