ISU Department of Counseling Clinics
1440 E. Terry Street  1311 E. Central Drive
Building 63, Room 725  Meridian, ID 83642
Pocatello, ID 83209-8120

PERMISSION TO RECORD SESSIONS

I, _____________________________________, give _______________________________________,
(Client* or Client’s Parent or Guardian)  (Counselor-in-Training)

a student in the Department of Counseling at Idaho State University, permission to audio/video record our
counseling sessions, and/or have visual records and observations of me uploaded to a secure webhosting
service** for storage and viewing. I understand that the contents of the recordings may be reviewed with
a training supervisor, counseling faculty, supervision group and/or Oral Exam committee members. I have
been informed that the contents of the recordings are considered confidential and will not be shared in any
other way than described above without my written permission. ***

I am in agreement that the use of these recordings and observations is to increase the effectiveness of the
student’s counseling by provision of instruction and feedback. Furthermore, I understand that my name
shall not be used in connection with these recordings. I agree that the material from these recordings
cannot and will not be used for any purpose other than those specified above.

I understand that my counselor is a graduate student in counseling, is not yet licensed and is under the
supervision of a qualified supervisor.

____________________________________________            ____________________
Client Signature                  Date

Signature of Parent/Guardian if Client is minor-aged________________________________________

*The term “client” as used herein refers to any person receiving services.

**The secure webhosted service is titled Panopto. The video sessions will be stored upon an online storage drive and
made viewable to only the counselor in training, their ISU counseling department supervisor, their ISU faculty
supervisor, and field supervisor. Permission to view the video will require a password known only to the counselor
in training, their ISU counseling department supervisor, and their ISU faculty supervisor. The recorded video
sessions will be stored for the duration of the current semester then deleted entirely from the online storage drive. At
anytime you the client can request that the video be deleted or specify videos you do not wish to be uploaded to the
online storage drive.

***Clients have the right to confidentiality. Information shared with permission will be kept confidential within the
professional setting. There are, however; legal exceptions to this right; information must be shared under the
following circumstances:
(a) when ordered by the court, or
(b) when the counselor and a training supervisor determine that an individual may present a threat to self or
   others.
(c) Idaho law requires the report of any known or suspected instance of child or adult abuse or neglect.

It is understood that all information disclosed within these sessions will otherwise be kept confidential and will not
be released to anyone outside of the agency without written permission, except where disclosure is required by law.

NOTE: A signed and dated permission form MUST be obtained for each client, prior to any recording (audio or
video).
Panopto FAQ

What is Panopto
Panopto is video content management system (VCMS). This means that users* of Panopto are able to record and or upload video sessions to an online storage system.

How does Panopto work
Panopto allows users to log in to a password protected webhosted service to upload videos via a secure connection. Users are assigned a folder to which they can save their videos. These videos can then be played back online.

How does ISU’s Department of Counseling protect the video sessions
We secure videos through a combination of methods. Our first method is to assign each user a unique password that only allows them access to their folders, videos, and recording capacity. Second, we restrict the permission to view each user’s folder. For example, an intern’s folder will only be viewable by the user, their doctoral supervisor, and their faculty supervisor. Third, we will be deleting videos once they have been viewed by the faculty supervisor or the current semester of study expires. Lastly, we enforce strict policies contained within our department’s student manual that specifies the locations that videos may be viewed outside of supervision. For example, users are not permitted to play back videos in public spaces or in the presence of others not associated with their supervision. The viewing of videos is intended to be a private activity.

Is Panopto secure
Panopto uses SSL** in the web interface to encrypt all sensitive user information. The Panopto server uses password hash checking. Passwords are not stored as plaintext.

Why change how we record sessions
We feel that in keeping up with emerging technologies that we provide more efficient and secure training opportunities for our students. The level of ease and sophistication of security of Panopto is far superior to our previous methods of physically recording and carrying sensitive client information on tapes, DVDs, or hard drives. Although using a server based video content management system is never 100% safe we feel the use of this system helps us to guarantee a level of security unreachable before now.

Your understanding and comfort using Panopto is important to us and we wish to continue providing education and training on how to make the use of Panopto as successful as it can be. If at anytime you have questions, please feel free to contact the following individuals

ISU Department of Counseling’s Chair. Dr. David Kleist: (208) 282-4315, kleidavi@isu.edu
ISU Department of Counseling Internship Coordinator. Steven Moody: (208) 282-2304, moodste2@isu.edu
ISU Department of Counseling Panopto Technology Coordinator. Chad Yates: (208) 282-3158, yatechad@isu.edu

Definitions
*Users include the following: counseling master’s students enrolled in practicum and internship, ISU counseling department supervisors (assigned doctoral students), and ISU faculty members.

** SSL (Secure Sockets Layer) is the standard security technology for establishing an encrypted link between a web server and a browser. This link ensures that all data passed between the web server and browsers remain private and integral.