

RECORDING OF LECTURES POLICY: STAFF & STUDENTS			
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Policy/Strategy/Procedure Replaced:	Recording of Lectures Policy: Staff & Policy for Audio and Video Recording of Learning and Teaching Sessions by Students		
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Period of approval:	2 years	Review Date:	July 2020
I have carried out an equality impact assessment screening to help safeguard against discrimination and promote equality. √			
I have considered the impact of the Policy on the Welsh language and Welsh language provision within the University. √			

Policy on the Recording of Lectures and other Educational Activities

1. Introduction

1.1 This document outlines the University Policy on the recording of lectures and other educational activities.

1.2 The use of mobile devices and multimedia capabilities is transforming the use of audio and video media for educational purposes and the recording of educational activities is becoming widespread across Universities. The University recommends at least that audio should be recorded of all lectures and seminars.

1.3 The recording of educational activities (e.g. lectures, tutorials) provides the students with a useful resource and can be used as

- A study aid for review and revision

- Help accommodate different learning styles
- Assist students whose first language is not English
- Assist students with particular educational needs
- Anytime, anywhere access to materials.
- Multi—modal learning to suit individual learning preferences.
- Practicality – ability to pause, repeat or revisit complex learning material.

1.4 The equality of the student's experience will be enhanced and the University anticipates it will become as normal as providing hand-outs or slides.

2. Expectations

The University recognises and acknowledges that:

- Not all teaching styles are suitable for capture e.g. where there is a high level of audience participation, or the use of whiteboards.
- A requirement for staff to change their preferred teaching style for the purpose of the recording may be detrimental to the student experience and is not encouraged.
- It may be inappropriate to record teaching and learning activities which contain or use sensitive material. Lecturers should be aware of ethical issues.

3. Policy - Recording of Lectures by staff

3.1 Lecturers are encouraged to make use of the University's lecture recording software to provide recording of their lectures to students.

3.2 Lecture capture is provided to supplement the student educational experience and not to replace student contact hours.

3.3 Recordings will only be made available via the VLE and hence be password protected. The recording will therefore only be accessible by students registered on the relevant module or University staff who have authorised access, such as heads and system administrators. Staff should make the request to Learning Resources to make the recording available to a wider audience (for example, students on other modules).

3.4 Except where authorised by the University, recordings of University group-based teaching and learning activities are not for public consumption by any means, including by virtue of external publication, whether on the web or not. Such recordings must not be copied or passed on to anyone else, other than for transcription purpose. Once a personal copy of the recording has served its purpose, it should be permanently erased. Students or staff found to be in infringement of this principle may be subject to disciplinary proceedings.

3.5 The University owns the intellectual property in the content of lectures and other teaching sessions and is also the owner of the intellectual property in any recordings made on its behalf.

- 3.6 Recordings will not be used for staff performance management purposes or as evidence in respect of student complaints and/or appeals.
- 3.7 Recordings made by the University will be kept for a period of three years from the date of the recording.
- 3.8 Lecturers should advise their students via the VLE/MyUni portal and verbally before the start of a class if the lecture is to be recorded. Lecturers should advise students if the session which is normally recorded will not be, due to items in section 2 or due to service faults mentioned in 3.12, so that they can make other arrangements.
- 3.9 Staff must comply at all times with copyright legislation and are encouraged to use creative common content in their lectures. If a lecture contains broadcast or published audio/video material such as commercially purchased DVD's or excerpts from demand services such as BBC IPlayer, these parts of the lecture cannot be recorded. However, if the broadcast is available on EUR purchased products such as ClickView this can be used.
- 3.10 The University will endeavour to acknowledge the lecturer as author and performer of the recording.
- 3.11 Lecture capture systems are subject to failure due to system, equipment or user error on occasion. University support staff will aim to ensure services are working as planned. System users must appreciate when a service issue occurs it is not possible to respond and resolve service incidents within the period of the class/lecture. Staff should report all faults/issues with a learning space lecture capture system as soon as possible to itservices@glyndwr.ac.uk or to the service desk 01978 293241. The University is not liable in the event of a recording failing.
- 3.12 Lecture capture system users are required to ensure they have attended training before the use of the system takes place. Training will be provided by the LR & IT Department.

4. Policy - Recording of Lectures by Students

- 4.1 Students who wish to record lectures should request permission from the lecturer before the start of the session. The group will be consulted and if any student expresses a wish not to be recorded, this will be noted so that any contribution made by them can be edited from the recording after the session has concluded.
- 4.2 Lecturers must ensure that students with assessed needs are provided with appropriate support to access the lecture. In some cases this may be a recording of the lecture. Students with assessed needs are also entitled to make an audio recording with their own recording devices on the understanding this is for personal use. Where recording is not possible due to confidentiality or reasons listed in section 2, the lecturer will provide alternative means of support.

- 4.3 Students with assessed needs who wish to record sessions for this reason may support their request by sharing the recommendation in their Assessment of Need with the relevant tutor. The information shared may be restricted to the adjustments required and the information will be treated confidentially.
- 4.4 Recordings passed on for transcription can be passed to one person only, and must be returned or destroyed by that person after the transcription has taken place.
- 4.5 Recordings must not be redistributed by any means including but not limited to uploading to a website, blog, or any social media channel or e-mail distribution without prior written agreement of all parties who were present in the recording.
- 4.6 Recordings will not be used as evidence in respect of student complaints and/or appeals.
- 4.7 Every effort will be made to minimise inconvenience while recording is being undertaken, however the requirements of the Equality Act 2010 need also to be considered.
- 4.8 Any recording must be destroyed once the module marks for the module (of which the recorded lecture was part of the delivery) have been approved by an assessment board..
- 4.9 All Copyright and Intellectual Property Rights in the material delivered remain unchanged by the recording.
- 4.10 Any breach of this policy will be subject to the University's Disciplinary Procedures for Students.