

Prifysgol Wrecsam
Wrexham University

Recording of Educational Sessions and Activities Policy

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1 Introduction

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

1.2 The use of recording software, mobile devices and multimedia capabilities is transforming the use of audio and video media for educational purposes, and the recording of educational activities is now widespread across universities. This is particularly true for online learning and teaching. The University recommends at least that audio should be recorded for all educational sessions and activities.

1.3 The recording of educational activities (e.g. lectures, seminars, tutorials) provides students and staff with a useful resource. Providing recorded content is key to enhancing flexibility and accessibility for students, which are vital principles of the university Active Learning Framework (ALF). In addition to meeting the requirements of ALF, recording sessions has a number of benefits:

- Providing a study aid for reviewing sessions and activities.
- Assists in the delivery of core teaching and learning activities.
- Can provide a digital equivalent to some face-to-face teaching activities.
- Offers all students, regardless of their circumstances, a comparable experience.
- Assist students whose first language is not English or Welsh.
- Assist students with additional support needs.
- Allowing access to materials at any time and location.
- Providing educational sessions and activities that can take place online.
- Practicality – ability to pause, repeat or revisit complex learning material.
- Increases student engagement.

1.4 Nothing in this Policy is intended to conflict with the academic freedom of staff members.

2 Purpose & Scope

2.1 The purpose of this policy is to ensure there is a consistent, responsible approach to all learning capture sessions and activities by Wrexham University staff members, taking into account the pedagogical, legal, accessibility, intellectual property and data protection aspects. It aims to provide clarity on the rights and expectations of the University, its staff and students and third parties.

2.2 ‘Educational Sessions and Activities’ relate to any session that is produced with the intention of being used for the direct benefit of students for their learning and development. This can include resources produced by academic teams, professional services and students at Wrexham University, and also includes external speakers.

2.3 Partner staff and students are encouraged to follow this policy in accordance with the Active Learning Framework and make use of the digital tools provided by the University to facilitate recording. They should normally adhere to the requirements of the policy when recording or when accessing recordings provided by the University.

3 Expectations

3.1 The University recognises and acknowledges that:

- 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 also see 1.4.
- There are justifiable reasons why recording may not be possible. For example, it may be inappropriate to record teaching and learning activities which contain or use sensitive material. Lecturers and Professional Services Staff should be aware of the Data Protection Act 2018, the UK General Data Protection Regulations , the Equality Act and ethical issues and should be able to justify why recording cannot be used.
- Staff members should make it clear to students that live-streaming or recording is taking place at the start of any recording.

4 Policy - Recording of Educational Sessions by staff

4.1 The policy below relates to pre-recorded (asynchronous) and live recorded (synchronous) sessions. Any important distinctions will be made clear. It should be noted that synchronous sessions include face to face teaching and online 'live' delivery.

4.2 Lecturers, tutors, technician/demonstrators and Professional Services Staff should make use of the University's lecture recording software (Panopto) to provide recordings of their sessions to students. Captions of video content should be provided in line with the 2018 Public Sector Bodies Accessibility Regulations, the Welsh Language Standards and the Data Protection Act/UK GDPR. Please ensure that you have all read and understood the Information Governance Staff Handbook and an email sent to your line manager to confirm that position. Practical guidance on adding captions is available on the Digital Learning Hub .

4.3 Lecture capture for synchronous sessions is provided to supplement the student educational experience and not to replace student engagement hours. However, planned asynchronous sessions are a valid contribution to student engagement hours.

4.4 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. Staff should make the request to the Digital Learning team to make the recording available to a wider audience (for example, students on other modules), and if recordings feature students, this request would only usually be granted if all of those students provide written permission. Links provided for accessing the video should meet the criteria above.

4.5 Except where authorised by the University, recordings of University group-based educational sessions 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. Staff should be aware of their contract of employment and any such breach implications.

4.6 In accordance with the University's Academic contract of employment the copyright in course materials produced by a member of academic staff in the course of their employment for the purposes of the curriculum of a course run by the University and produced, used or disseminated by the University shall belong to the University.

4.7 Recordings will not be used for staff performance management purposes or to replace teaching. They may be used for peer review of teaching, where this is agreed between the recording tutor and observer.

4.8 Recordings made by the University will be kept for a maximum period of six years from the date of the recording. This only relates to tutor-produced recordings and assessment samples.

4.9 For synchronous sessions, Lecturers must advise their students via the VLE or verbally before the start of each session that it is to be recorded.

4.10 Staff must comply at all times with copyright legislation and are encouraged to use creative commons content in their lectures. Staff are advised to contact the Learning and Digital Support department if they need advice on this.

4.11 Lecture capture systems are subject to failure due to system, equipment or user error on occasion. University Professional Services staff will aim to ensure services are working as planned. System users must appreciate when a service issue occurs it is not always 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 via the Inform Service Desk Portal or by calling the service desk 01978 293241.

4.12 Before using the recording software, users should ensure they have read the Information Governance Staff Handbook, completed the University GDPR training module(s) and completed the relevant training provided by Information Services which is available via the Digital Learning Hub. recording is to take place in a physical classroom; the user may also need to consult IT Services for training and support with the equipment made available.

4.13 A staff member who becomes aware that a recording may contain false, defamatory or copyright-infringing material should notify the Head of Faculty Business Management and University Solicitor without undue delay, via email: legal@wrexham.ac.uk or telephone: 01978293235. The University reserves the right to withdraw or edit a recording if necessary. If a staff member is concerned about their own material they should seek further advice from the University Solicitor.

4.14 Upon leaving employment at the University, former employees will not be entitled to use any recordings in which the University owns Intellectual Property rights, unless the written

permission of the University Deputy Vice Chancellor has first been obtained. The University will be entitled to continue to use recordings for the purposes of this Policy.

4.15 Copying and distribution of recording must only be available for students for educational purposes and not published on any platforms that are not approved by the University. For example, recordings shall not be uploaded to YouTube, social media or other publicly available platforms without prior approval from the Deputy Vice Chancellor.

4.16 A staff member must not upload recordings featuring other staff members, students or guest speakers to Generative Artificial Intelligence tools or use recordings to clone the voice and/or image of others.

4.17 Guidance for staff on permitting students with a disability, health condition or specific learning difficulty to record lectures is set out in Appendix A.

5 Policy – types of recording

5.1 Recordings may be made of various types of activity and can include; lectures, seminars, tutorials, practical sessions, performances and presentations.

5.2 It may be appropriate to record staff: student 1-2-1 tutorials. The recording should be shared securely (e.g. using Panopto) and should only be shared between the individuals present at the tutorial.

5.3 Recorded material that is assessed work should only be shared with the relevant academic and professional services staff required for marking, or with relevant external examiners. Students can request access to recordings used for their assessment, for up to five years after the upload of recordings, for a substantive reason.

6 Policy - Recording of Synchronous Educational Sessions by Students

6.1 In accordance with the principles of the Active Learning Framework (ALF), recording of sessions by staff is by default. As a consequence, students should not need to make their own recording. However, the University recognises its duty under the Equality Act 2010 (incorporating the former Disability Discrimination Act) to make appropriate reasonable adjustments for students with a disability, health condition or specific learning difficulty (such as dyslexia) in order to counter any significant barriers they may face because of their difficulties.

6.2 Therefore, a recommendation may be made for a student with assessed needs to record lectures and tutorials as a reasonable adjustment via the Inclusion Team or a registered DSA Study Needs Assessment Centre. Academic staff can view individual student reasonable adjustments where recommendations have been made for them to make their own audio recording on the University E-Vision system. Appendix A contains further guidance for staff in relation to students with a disability health condition or specific learning difficulty recording educational sessions and activities.



6.3 Where recording is not possible due to confidentiality or reasons listed in section 2, the lecturer will provide alternative means of support (examples available in Appendix A)

6.4 Student 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. Students are also permitted to use any recommended assistive technology strategies recommended by the Inclusion Services team or registered DSA Study Needs Assessment Centre. This may include transcription software, including AI tools such as Otter AI, but only for the purposes of transcription.

6.5 All recordings of classroom education sessions and teaching activities by individual students may only be used for the purpose of the student's personal study.

6.6 Students are not permitted to:

- Record classroom learning and teaching without a reasonable adjustment for a disability or health related need which has been recorded on the University E-Vision system via the Inclusion Team. If a reasonable adjustment has not been recorded, then the lecturer's permission to record should be sought and academic judgement should be used as to whether to allow recording to take place.
- Record classroom learning and teaching activities on behalf of anyone else.
- Pass any recordings to any other person by any means, including distributions via email, except for the purposes of transcription only.
- Publish, distribute, broadcast or sell any recordings in any form (this includes, but is not limited to, the internet and hard copy publication).
- Upload recordings to Generative Artificial Intelligence tools, unless they have been expressly recommended as transcription or assistive tools through a DSA Study Needs Assessment or the University Inclusion Services team. They must not use recordings to clone the voice and/or image of university staff members, students or guest speakers.

6.7 Any student found to have breached any of the above, may be subject to disciplinary action under the Student Disciplinary Policies and/or the Data Protection Policies, dependant on the particular circumstances.

6.8 Students may retain recordings of classroom learning and teaching activities for the duration of their programme of study, after which they should be destroyed in accordance with safe and secure disposal of confidential waste

6.9 Student 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.

6.10 Student recordings will not be used as evidence in respect of student complaints and/or appeals.

6.11 Every effort will be made to minimise inconvenience while student recording is being undertaken, however the requirements of the [Equality Act 2010](#) need also to be considered.

6.12 All Copyright and Intellectual Property Rights in the material delivered remain unchanged by the student recording.

6.13 Any breach of this policy will be subject to the University's Disciplinary Procedures for Students.

6.14 Guidance for students with disabilities, health conditions or specific learning difficulties who wish to record lectures is set out in Appendix B.

7 Data Protection

7.1 Any Personal Data held in recorded content will be processed in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation and all applicable or amended data protection laws.

7.2 University staff members or third parties (including but not limited to visitors) delivering teaching to be recorded must:

- Consider whether sessions could be structured so that discussions likely to involve any sensitive content, or significant audience participation such as pre-planned question and answer sessions, take place at the end of the session after recording has been turned off. Where available, breakout rooms or separate channels which are not recorded can be considered for activities that involve student interactive, enabling for example recorded lecture slides or webinars to be made available separately.
- Inform those in attendance that a recording is taking place. This can take the form of either or both of the following, as appropriate based on the accessibility needs of the audience:
 - Information provided to students in advance of the session, for example via email or details on the VLE.
 - An announcement made at the beginning of the session to advise that recording is taking place.
- Make student or staff aware of who they can contact in the faculty if they have a concern about being included in any recording. Please email the University's Safeguarding team safeguarding@wrexham.ac.uk should you have a concern about being included in any recording.
- Should a student have a personal concern regarding the publication of recorded content, these should be considered prior to making available to others.
- Contact the Data Protection Officer if any attendees raise a concern or complaint relating to data protection or privacy (email: dpo@wrexham.ac.uk).

8 Intellectual Property

8.1 Staff members are reminded that unless certain exceptions listed in their employment contract apply, intellectual property created during the course of employment is owned by the University. Staff members must comply with their contract of employment, including in relation to live-streamed and recorded content. It is the responsibility of individual staff members to ensure that their use of third party copyrighted-protected material within teaching, lectures, learning and activities is fair and reasonable when relying on statutory copyright exception under UK law (a legal defence to a claim of infringement).

8.2 The University recognises that reliance upon applicable copyright exceptions such as fair dealing for the purposes of illustration for instruction and fair dealing for the purposes of quotation, is fundamental to normal pedagogical practice in the physical and virtual lecture theatres. Staff members should be aware that such exceptions enable the reasonable reuse of third-party copyright-protected content – including but not limited to text quotations, images and video clips in circumstances that do not conflict unduly with the interests of copyright owners or the ‘normal exploitation’ of their work (e.g. the expectation of charging reproduction fees for commercial stock photography).

8.3 In the context of non-commercial teaching delivered synchronously or asynchronously via a secure, password-protected Virtual Learning Environment accessible only to students of the University who are formally enrolled on a programme of study to which the teaching relates, the unlicensed reuse of third-party copyright-protected content is unlikely to infringe as long as:

- Accompanying acknowledgement of the author/creator or the title/source is included (except where this would be impossible, for example because the work is anonymous);
- It supports a teaching point or critique, or is quoted for a specific purpose; and
- Is not excessive, or more than is necessary to make your point.

8.4 With the exception of very short indivisible works used under the conditions specified in 8.3 above, the screening of entire audio-visual works must not be captured within recordings created for asynchronous delivery.

8.5 Where guest contributors, including students are invited to teach or otherwise be involved in the delivery of a session, written consent must first be obtained from those individuals. It is the responsibility of the staff member who is hosting the guest contributor/s to obtain this prior written consent. Copies of consent should be retained by the appropriate managers for the duration the recording remains available.

8.6 The University will not make use of Generative Artificial Intelligence tools or other digital tools to clone the voice and/or image of staff, students or invited speakers.

9 Storage Retention and Availability of Content

9.1 Recorded content will be subject to a retention schedule. Please see the [Records Management Policy](#) on WYou.

9.2 Recordings should not be made for public consumption, unless explicit consent has been granted by the person or persons recorded and approval has been given by the Deputy Vice Chancellor as per clause 4.15

9.3 Recordings will be made available through approved University systems to ensure access is only for authorised staff members and students, and should not be available on any public website.

9.4 Recorded or live-streamed content should be made available to the intended audience at a time and frequency that meets the requirements/learning outcomes for the course module/programme. If content is not made available when expected due to exceptional unforeseen circumstances, this should be communicated to students as soon as possible.

10 Editing and Withdrawal

10.1 The staff member who is the creator of the recording has the right to edit the recording by removing parts of it to protect individuals or in relation to issues around inaccuracy, defamation or copyright-infringing material as previously outlined in clause 8. It is not a requirement that recordings will be edited prior to being published otherwise, but if staff members or students would like a recording to be edited they should request this from the creator.

10.2 In the creator's absence, this request in 10.1 should be made to the Head of Faculty Business Management. Once a recording has been published, it can still be edited for any reasonable purpose, provided the reason for the edit is adequately communicated by the staff member to the intended audience of that recording. System administrators may also edit recordings at any point where there is a legal or other policy reason for doing so.

10.3 The University retains the rights to withdraw a recording at any time if concern is raised due to potential infringement of copyright, data protection or any other potential legal issue or public exposure of commercially sensitive information and that concern has been reviewed by the University Solicitor.

11 Accessibility

11.1 Wrexham University strives to be a supportive and trauma-informed university in the design and operation of all our processes and procedures. If you need adjustments to access this procedure or have any other comments to make on the accessibility, wording or any part of this procedure, please do email us on inform@wrexham.ac.uk.



12 Appendix A

12.1 Guidance for staff - Recording of educational sessions and activities by students with a disability, health condition or specific learning difficulty.

12.1.1 As a provider of educational services, the University has duties and responsibilities to disabled students under the Equality Act 2010, including the duty to make reasonable adjustments. If a student declares a disability to the University that is covered by the Equality Act, they may seek advice and support from the University Inclusion team so that any reasonable adjustments (which may include permission to record educational sessions and learning activities) can be considered and recommended. In the event that the lecturer has a valid and justifiable reason why consent to record is not given, the onus is on the lecturer to provide materials in another format (i.e. audio transcript of lecture notes/detailed handouts). For more information, please contact the Inclusion Team inclusion@wrexham.ac.uk.

12.1.2 Examples of situations where recording lectures or tutorials might be approved include the following:

- Mobility difficulties preventing note-taking.
- Chronic medical conditions that make it difficult to sustain handwriting even for short periods of time.
- Students with specific learning difficulties such as dyslexia.

12.2 The Process

12.2.1 Relevant members of staff will be informed via the University E-Vision system of students who have recommendations to record lectures and tutorials as part of their reasonable adjustments.

12.2.2 It is assumed that any information a University lecturer conveys during a lecture or tutorial, is information which any student is entitled to have a record of, in some format. Students who need to receive information in an audio format should, therefore, be permitted to record this information, unless there are justifiable reasons why this might not be possible in particular circumstances.

12.2.3 Examples where recording may not be appropriate would be when personal or sensitive information is being discussed, such as in a patient or a client consultation during placements. In these cases, permission to record may be granted at the discretion of the placement provider and in line with their own policies and procedures.

12.2.4 In giving agreement to students to record lectures or tutorials, we will ask students to observe and agree to specific requirements. Students are requested to:

- Abide by all the provisions within the University guidelines for recording lectures.
- Record lectures or tutorials exclusively for their own personal study use only.



- Stop recording if requested to do so by a lecturer or other member of academic staff where information or discussion might be sensitive, private or confidential.
- Understand that they are prohibited from broadcasting or supplying the recording to any other person for commercial or any other purposes, except for transcription.
- Understand that they acquire no intellectual property rights in the recording or its contents.
- Understand that they are not permitted to upload recordings of staff and/or other students to Generative Artificial Intelligence tools to clone voice or image content.
- Understand that to contravene the guidelines is a breach of the entitlement to record information which will be treated as a serious disciplinary/ data breach matter and permission to record will be withdrawn.

12.2.5 Visiting lecturers are 'agents' of the University and as such are subject to the same guidelines and University protocols as other staff.

12.2.6 If it is not considered possible for students to record a particular educational session, students should be made aware of this well in advance. The duty to ensure that all students have full access to all sessions still remains and in any circumstances where it is not considered possible for the student to record the lecture, alternative means of enabling this should be negotiated/discussed with the student(s) concerned.

12.2.7 Examples of alternative approaches:

- If a student is able to access written material, other options might include the services of a note taker or the provision of a full transcript of the lecture (not just copies of the presentation itself).
- If it is essential for the student to receive information in an audio-format, options may include the provision of the full transcript in electronic format (enabling the student to use text-voice software, if they utilise this) or having lecture-notes dictated and made into an audio file.
- Individual students will have different needs and what might be deemed appropriate as an adjustment for one student might not be a suitable adjustment for all students.
- If there are any significant concerns these should be discussed by the lecturer, with the student and the Inclusion team. All parties should be clear on what provisions are being made, well in advance of the lecture itself.

13 Appendix B

13.1 Guidance for students with disabilities, health conditions or specific learning difficulties: recording educational sessions and activities

13.1.1 The University recognises its duty under the Equality Act (formerly the Disability Discrimination Act) to make reasonable adjustments for students with a disability, health condition or specific learning difficulty (such as dyslexia)

13.1.2 We are strongly committed to equality of opportunity and supporting students with any accessibility requirements

13.1.3 You are being given permission to record lectures and tutorials as a reasonable adjustment but in giving this agreement, we need to ask you to observe and agree to specific requirements

13.1.4 These requirements are in place to ensure that legal considerations (such as copyright or data protection) and matters of privacy, sensitivity or confidentiality are observed.

13.1.5 Please note that you will acquire no intellectual property rights in the recording or its contents whatsoever and are expressly prohibited from broadcasting or supplying the recording to a third party, including Generative Artificial Intelligence tools, for commercial gain or other purposes, except for transcription.

13.1.6 You are required to:

- Abide by all the provisions within these guidelines.
- Record lectures or tutorials exclusively for your own personal study use and to stop recording if requested to do so by a member of academic or professional services staff (including visiting lecturers), where information or discussion might be sensitive, private or confidential.
- Ensure you do not pass information you have recorded to any other person, except for the purposes of transcription.
- Understand that contravention of these guidelines would be a breach of your entitlement to record a classroom learning or teaching event; this would be treated as a serious disciplinary matter under the Student Disciplinary Regulations and Data Protection Policies and your permission to record withdrawn.