

Policy: Audio Video Recording for Educational Activities

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Policy: Audio/Visual Recording for Educational Activities

1. Introduction

- 1.1. This policy deals with the recording by university staff, students or others – of activities with an educational purpose delivered by or for UWE Bristol (within this document these activities, which often may be lectures, will be referred to as “educational activity”).
- 1.2. All types of audio or video recordings in all media are covered, and within this policy the system used to generate these recordings is referred to as an educational event capture system.
- 1.3. This policy does not cover recordings made for purely research or archival purposes. Guidance for these purposes can be found within [UWE Code of Good Research Conduct](#).
- 1.4. This policy starts in the academic year 2017/18 and will be reviewed in line with the University’s normal review process. An annex has been included to cover the introduction of a pre-schedule trial taking place in a small number of designated rooms during the academic year 2018/19.

2. Deciding when to record

- 2.1. It is expected that where the facility is available the educational activity will be recorded, however the University recognises and acknowledges that:
 - Not all teaching styles are suitable for capture through a event capture system
 - The policy should not restrict or prevent academics from choosing the most appropriate teaching style for their discipline
 - Recordings do not replace student contact time
 - Some material and discussion is of a sensitive nature and may not be appropriate to record.
- 2.2. The University recognises, that there may be legitimate reasons for not wishing to record an educational activity. This policy promotes responsible recording within a practical framework and therefore establishes a right to not record.
- 2.3. The decision to record an educational activity rests with the individual facilitating the educational activity. In making this decision, the following points should be considered:
 - educational value of making the recording
 - consistency of student experience across modules within a programme of study

- benefits for students with diverse learning styles
 - the content of the subject area and potential sensitivities that may emerge during the educational activity
- 2.4. As part of the decision making process, due regard to reasonable adjustments should be observed.

3. Reasonable adjustments

- 3.1. Requests for event capture should be considered with due regard for students and staff, in line with the University's legal responsibility and policy, and in consultation with the individual concerned, colleagues from Disability Services, the Head of Department and individual facilitating the educational activity.

4. Recording and editing

- 4.1. There is a requirement to ensure participants are notified in advance that an educational activity will be recorded and how this recording will be used, typically this can be through module or programme handbooks. Additionally reminder notices will appear in the rooms in which recording could take place.
- 4.2. The University may make recordings of students for the purposes of assessment. Any student not wishing to be recorded should notify the member of staff at the start of the educational activity, unless this is a mandatory requirement.
- 4.3. If a participant (staff or student) requests that part of an event is not recorded, the software has a pause and restart capability.
- 4.4. The individual facilitating the educational activity can review, edit, publish and remove the recording via the virtual learning environment at any time.

5. Safe Keeping

- 5.1. All recordings will be password protected and accessible via the virtual learning environment. The recordings will be made available to students registered on the relevant module(s) for which the recordings have been published and to other University staff with authorised access, such as programme leads and system administrators.
- 5.2. Recordings will be stored securely on servers within the EU.
- 5.3. Recordings can be made available to students for the duration of their programme of study or up to 5 years.

6. Take down

- 6.1. If a participant becomes aware that any defamatory, sensitive, inaccurate or infringing material is included within a recording or any other reason why it would be appropriate for the University to recall a recording, they should follow the take down process documented on the Event Capture intranet page. The Head of Department, in consultation with the individual facilitating the educational activity and the relevant professional service, is responsible for the decision to take down the recording. These services are likely to include Disability service, Data Privacy and Complaint Office, Library.
- 6.2. Recordings will be taken down/ removed from the Panopto server at the request of the person who facilitated the session. This process will be managed by ITS who will also provide confirmation of removal to the individual making the request.

7. Data Protection and Intellectual Property

- 7.1. When an individual facilitating an educational activity decides to record and has informed the participants to this effect, as outlined in sections 2 and 4, the participants acknowledge the processing of their personal data in accordance with University policy. In this case, participants also grant the University a licence to use their rights in this performance.
- 7.2. Recordings which focus upon the following categories of identifiable personal data will require explicit consent from the participants: racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or the alleged commission of a criminal offence.
- 7.3. A [consent form](#) is specifically required for:
 - External visitors or speakers who do not hold a contract with the University.
 - Staff whose employment contract does not include a copyright clause.
 - Presenter(s) and audience members where the recordings are to be used beyond the programme cohort and/or for use other than educational purposes.
- 7.4. With consent of all identifiable parties captured, a recording may be used as a contributory source of evidence to investigate an allegation of gross misconduct.
- 7.5. In accordance with the University contract of employment where copyright applies the University will own all rights in any recordings.
- 7.6. The University will provide the facility for the individual facilitating the educational activity to acknowledge themselves as the author and performer of the recording.
- 7.7. The individual facilitating the educational activity grants the university rights over various copyright works and related rights existing in the recording (e.g. rights to the sounds made), which are otherwise not covered by the University's Intellectual Property Regulations, providing the recording is used in accordance with this policy.

7.8. Staff must comply at all times with copyright legislation relating to their lectures and educational activities. Third party materials (such as YouTube clips, music or TV and radio recordings) should only be included when it is lawful and ethical to do so. The library provides [information](#) on complying with copyright in lectures – this information provides useful guidance but it remains the individual’s responsibility to ensure they remain compliant.

8. Student recording of educational activity

- 8.1. Students may not produce their own recordings of educational activities unless prior consent (and ethical approval if required) is given by the individual facilitating that educational activity. As part of the decision making process, due regard to section 3 of this policy should be observed and a student’s request should not unreasonably be refused.
- 8.2. Any recording made by a student must only be used as a personal aid for study purposes. Students may not share, publish or otherwise make the recording available in whole or in part to any other person or posted online in publicly accessible sites (including social media).
- 8.3. In case of a student using personal recording applications as an approved reasonable adjustment, students will need to remain in line with the University's legal responsibility and policy on Reasonable Adjustments to Learning, Teaching & Assessment for Disabled Students, this includes notifying other participants that a recording is taking place in order for any seating re-positioning in the learning environment to take place.
- 8.4. Students must delete the recording as soon as they cease to be a student of the University.
- 8.5. A breach of this policy could result in a claim of student misconduct as detailed in the University’s terms and conditions.

9. Review of Policy

- 9.1. Dissemination of this policy document, the evaluation of outcomes, and consultation and consideration of future development will be through the Associate Deans of Learning and Teaching, Faculty Learning and Teaching Committee representatives and Faculty and/or Department committee structures as appropriate.
- 9.2. The Policy will be reviewed in line with the University’s normal review process.

Annex: Prescheduled recordings for lectures

In addition to the main policy wording this annex specifically covers the introduction of pre-scheduled recording in a small number of designated lecture rooms ONLY on a trial basis during the academic year 2018/19.

The results will be reviewed at the end of the trial period, and findings will help to inform the construction of processes, systems and policies, including this policy.

10: Deciding when to record in case of preschedule recordings

10.1 Pre-scheduled recordings will be programmed to record in advance and will start and stop automatically within the designated learning spaces in line with the activity's timetabled start and finish times.

The system will publish the recording to relevant student groups through the university Virtual Learning Environment 48 hrs after the session has taken place

10.2 Where a pre-scheduled recording is due to take place and the individual facilitating the educational activity wishes to opt out of this, they should first seek approval via their Head of Department (or delegated person) at least 5 working days in advance of the session, outlining the rationale for removing the pre-scheduling recording.

10.3 Unless there is an overriding counter legal obligation e.g. a student with a disability needs to make a recording as part of the reasonable adjustment process, the right of staff to opt-out will be respected.

The following are typical of reasons for opting out of pre-scheduled recordings:

- Pedagogic style not suitable for Event Capture
- Sensitive personal data likely to be captured
- Commercially sensitive information will be presented
- Direct discussion with HOD

10.4 The Head of Department in considering the request must take note of any legal obligations in relation to reasonable adjustments in the first instance. All decisions to approve or decline a request must be recorded in writing. If the request is approved by the Head of Department, the prescheduling will be removed.

10.5 During the course of an event with prescheduled recording, if unplanned sensitive data is revealed or the presenter wishes to temporarily pause the recording – this can be done via the desktop software. In addition the recording can also be checked and inappropriate content removed prior to publishing.

Version management

Version	Date	Details	Who
0.1	11/06/2018		Tod Burton /
1.0	Proposed 29/06/2018		LTSEC / Academic Board
1.1	23/01/2019	Updates after agreement with requested changes from LTSEC, LTSEC18.06.08.2	LTSEC

Related information

Information type	Link
UWE Code of Good Research Conduct	UWE Code of Good Research Conduct
Data Protection Notice	Student Privacy Notice Staff Privacy Notice
Copyright recordings	Library pages copyright
Consent forms <ul style="list-style-type: none"> • Consent form External visitors or speakers • Staff whose employment contract does not include a copyright clause (as per section 9.6). • Presenter(s) and audience members where the recordings are to be used beyond the programme cohort and/or for use other than educational purposes. 	Copyright consent forms documentation
Project Event capture information	Project Event capture Policy information on Intranet Policy document
Guidance Prescheduling Event Capture including Process Prescheduling	Guidance Auto-Scheduled recordings
Recording in classroom for event capture: Panopto technology Student recordings and assessments: Kaltura technology	Recording educational activity guidance Student recording and use for assessment-guidance Kaltura