

## **2AB:** Learning Event Recording Policy

Quality Management / Learning Technology Unit

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## Introduction

1. The University expects teaching staff to make full use of the available learning event capture facilities which enable staff to maintain control of recordings made available to students. The Learning Technologies service can support this facility.
2. The University recognises that there are occasions when students may wish to make their own recordings of learning events sessions to support their learning.
3. The copyright of learning events, and associated materials, presented by University staff working within the terms of their employment normally belongs to The University. This policy seeks to protect the intellectual and privacy rights of both staff and students and take account of the relevant legislation concerning equality, data protection and copyright issues.  
The University Intellectual Property Rights Policy takes precedence over the Learning Event Recording Policy.
4. The Learning Event Recording Policy supersedes and replaces the 2019 '2AB: Recording of Teaching Sessions by Students' policy.

## Definitions

5. For the purposes of this policy, the term 'learning event' refers to any contact session facilitating the learning of students. This includes but is not limited to: lectures; seminars; tutorials; practical sessions; workshops; student presentations; directed, guided collaborative learning sessions. These can occur in both the physical and digital space.
6. For the purposes of this policy, the term 'recording' refers to the recording of a learning event using any type of audio and/or visual recording device or software to record video, audio, text chat, and interactions that take place during the learning event.
7. For the purposes of this policy, the term 'facilitator' refers to any person who is leading a learning event. This includes but is not limited to lecturer, technical instructor, teacher, guest presenter, visiting speaker, student or support staff.

## General Principles

8. The University recognises there are situations where all or part of a learning event should not or cannot be recorded as follows:
  - a. there may be legal, ethical or privacy reasons for not recording part of a learning event.
  - b. it is not practical to record the learning event due to limitations of recording equipment, the location of the event or the teaching approach not being suitable for recording, such as group work or certain practical sessions.
  - c. If it is established retrospectively that recordings or parts of recordings of learning events have contravened the above points then facilitators can request that those recordings, or parts thereof, are destroyed.

- d. If there is a regular learning event that cannot be recorded by the facilitator or student the faculty should be informed and, if necessary, ensure a suitable alternative is provided to maintain equity of access.
9. Students and participants are not permitted to make any unauthorised recordings of learning events.
10. Where external guest presenters or visiting speakers are involved in the learning event, they should be given the opportunity to opt out of part or all the recordings.
11. All students should be informed that recording will take place at the start of the learning event. The facilitator retains the right to pause the recording device at any point as outlined in point 8.
12. Recordings made for the purposes of student assessment should only be made available to those involved in the assessment and moderation process unless explicit permission has been given by the student(s) for the recording to be shared wider.
13. Recordings will be stored for a time period as defined by and in accordance with the terms of the university Data Retention Policy.
14. Recordings, and playback of recordings, should meet current accessibility regulatory requirements which includes appropriate captioning or alternate versions where required.
15. Creation, storage and usage of recordings should conform to the terms of the Information Technology (IT) Acceptable Use Policy including relevant policies and legal compliances referred to within that policy.

**Students with specific learning needs; medical, physical, sensory, or mental health conditions; or who are on the autism spectrum**

16. The Equality Act 2010 imposes an obligation on Higher Education Institutions to ensure disabled students are not treated less favourably and to make reasonable adjustments to prevent disabled students being placed at a substantial disadvantage.
17. The University wishes to make every effort to assist students with specific learning needs and to this end students with specific learning needs may record learning events, where the facilitator is not doing so, in accordance with the following procedure.
18. Students should inform the member of staff that they will be recording the learning event at the beginning of each session. The member of staff retains the right to request that a recording device is turned off at any point if it is considered inappropriate that the recording continue.

## Use of recordings

19. Any recordings made are for personal use only, and the content of the teaching session remains the property of the University. Under no circumstances should recordings be reproduced or be made available to other individuals through any means such as, but not limited to: websites, podcasts, or social media.
20. Recordings made for personal use should be destroyed after successful completion of the module and any associated assessments.
21. Students who disregard this requirement and/or make unauthorised recordings will be deemed to have committed an offence under the Student Disciplinary Procedure and, where appropriate, the privilege to record teaching sessions will be withdrawn.
22. Facilitators who disregard this requirement and/or make unauthorised recordings will be subject to investigation under procedures laid out in the Staff Disciplinary Policy and other relevant University policies.
23. Student recordings of teaching sessions will not normally be accepted as evidence in any appeals, complaint, or disciplinary cases.