

Policy and Procedure

Policy Number: 245

Date: 10/18/2013

Revision Date:

Division/Department: Student Affairs - Disability Services

Author(s): Katie Krier/Paula Hoffman

Subject: Audio and Video Recordings of Classroom Lecture

Authorities: MnSCU Board Policy 3.26 Intellectual Property, Board Policy 3.6 Student Conduct Board Policy, 5.22 Acceptable Use of Computers and Information Technology Resources, System Procedure 3.27.1 Copyright Clearance, System Procedure 3.6.1 Student Conduct, System Procedure 5.22.1 Acceptable Use of Computers and Information Technology Resources, Americans with Disabilities ACT (ADA)

Purpose:

To identify and support acceptable use of recording devices within the college setting.

Scope:

This policy applies to all faculty members who voluntarily agree to the record their classroom lectures at the College and students accessing or participating in the recorded classroom lectures.

This policy manages recorded classroom lectures in the same manner as course materials developed by faculty members. Pursuant to Board Policy 3.26 Intellectual Property, faculty members typically own their scholarly work which includes the course materials they develop. This policy also seeks to preserve a balance of intellectual property and privacy rights of the faculty member, the privacy rights of the students present in the classroom and the educational goals of the College.

Definitions

Classroom Lecture - Classroom lectures are lectures provided by a faculty member in his or her role as an instructor in a classroom or classroom setting as part of a course with enrolled students.

Public Lecture - Public lectures are typically open to the public and a speaker presents in his or her professional role as a scholar or expert, rather than as an instructor as part of a course.

Student Participation - Students will be deemed “participating” in a classroom lecture if their image or voice is captured in the recording.

Policy:

Faculty members may voluntarily make audio or video recordings of classroom lectures for instructional purposes related to their courses at the College. Students are not permitted to record classroom lectures using personal recording devices (e.g. iPod, video/camera phone, digital recorder, etc.) unless permission is obtained from the faculty member and there are no objections from any of the students present in the class.

Students may record a classroom lecture as part of an accommodation under the Americans with Disabilities Act. Permission should be coordinated among the College, the faculty member and student.

Permission to record a classroom lecture that a faculty member grants to a student is limited to the student's own personal use to achieve the educational goals of the course.

If a student receives permission from a faculty member to record a lecture using equipment not provided by the College, and there are no objections from the students in the class, downloading such a recording to a computer or other electronic device, distributing the recording or derivative work of the recording to any other person, or using the recording for any purpose other than the student's own personal education is prohibited unless written permission is obtained from the faculty member and the students participating in the recording. Unauthorized downloading, file sharing, or distribution of all or any portion of a recorded classroom lecture may be deemed a violation of the Student Code of Conduct and other applicable policies and laws.

Use of the Video or Audio Recording

A recorded classroom lecture may not be used for any purpose except to meet the educational objectives of that particular class.

A faculty member's audio and video recording of his/her lecture that includes student participation may only be used by the College students for their personal educational benefit. The faculty member shall control how the recorded lecture is used at the College. For example, what classes may use it, the retention period, other faculty who can access it, etc.

Audio and video recordings of faculty lectures that DO NOT include student participation may be used by the faculty member in the same manner as other course materials owned by the faculty member. The faculty member has the freedom to control their recorded lecture, to delete it after the semester or preserve it for use in future semesters. If a faculty member leaves the College, unless the faculty member provides written permission for the continued non-profit educational use of the recorded lecture to the College, the audio and video recordings will not be used.

Additional Uses

Use of a recorded lecture that includes student participation may not be used, shown or distributed to any other individual or group without the express written permission of the

faculty member, every student who is recognizable in the audio/video recording and the College. All requests for use of a recorded lecture involving only the faculty member shall be handled by the faculty member.

Procedure:

Faculty lectures may only be recorded after obtaining the permission of the faculty member and the consent of the students (if present). Student consent shall be implied when a student enrolls in a course in which the course description publicizes that recording of course lectures may occur during the class. Absence of proper notice to students of recording classroom lectures, students shall sign a College consent form allowing their voice and images to be recorded and the recorded lecture to be used only for non-profit educational purposes at the College.

Consent Used in Recorded Lecture

All content used in a recorded lecture shall be free of copyright infringement. Faculty members shall clear the copyright of any materials planned for use in their lectures prior to recording the lecture.

Use of Audio/Video Recording Equipment and Technology

Use of any recording equipment and technology owned, leased or licensed by the College shall be for the non-profit educational purposes of students enrolled at the College. Any other proposed use of this equipment requires written permission from a person with signatory authority at the College.

Student Viewing and Listening to a Recorded Lecture

Recorded lectures will be made available only to students in a streaming audio/video format through D2L. Students who receive or are provided access to a recorded lecture are prohibited from downloading the recorded lecture to a computer or other electronic device, circumventing technology controls, or distributing the recorded lecture or any portion thereof to anyone.

Responsibilities:

Student Responsibilities:

1. Obtain permission from faculty member; or contact Disability Services to discuss permission.
2. Contact Disability Services to pick up recording device.
3. Complete and sign equipment checkout form.
4. Return device to Disability Services at the end of semester.

5. Complete and sign consent form when applicable.

Faculty Responsibilities:

1. Provide notice on syllabi that classroom lectures may be recorded and discuss this issue on the first day of class.
2. Contact Disability Services if any questions arise.

Dissemination:

College webpage, S drive, Student Handbook, Student Affairs communication pieces, Disability Services

Reviewed by Campus Roundtable: 1st Reading 10/28/2013 , 2nd reading 2/3/2014

Reviewed by Faculty Shared Governance: 1st reading 11/6/2013; 2nd reading 1/15/2014

Reviewed by Student Senate: Reviewed and Approved 11/13/2014

Reviewed by Managers Meeting:

Approved: 02/03/2014

Robert Musgrove, Ph.D., President

Date