

Recording of Lectures Policy

Area Code	COMM
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Approving Authority:	Academic Council.

1. Purpose

The purpose of this document is to set out IT Sligo's policy for the recording of lectures (online or face-to-face) or other formal teaching sessions by academic staff and students.

2. Scope

This policy applies to all teaching and learning modes, for all staff and students at IT Sligo.

Recordings may consist of capturing what is being displayed from the computer screen and a video input from a web camera (which can record video and audio of the lecture). It may include audio and/or video. Recordings may also be used to capture practical, laboratory or workshop activities.

It is the responsibility of staff and students to comply with this policy.

3. Reference Documents

- General Data Protection Regulation (GDPR) (EU) 2016/679
- Data Protection Act 2018
- Copyright and Related Rights Act, 2000
- S.I No. 410/2000 – Copyright and Related Rights (Educational Establishments)

4. Policy Description**4.1 Introduction**

The Institute of Technology Sligo (IT Sligo) recognises that there are many reasons why students may wish to access a recording of lectures and other classes to assist with their learning. This policy describes IT Sligo's policy in relation to recording teaching and making those recordings available for students. It also outlines the staff and student responsibilities to ensure that the Institute is meeting its obligations under equality, copyright, and data protection legislation.

Increasingly students see the benefits of lecture recordings as revision aids, and technology allows lecturers to capture lectures to assist their students' learning. Playback of lecture recordings by students allows them to determine their own pace of learning as well as the location and timing of same. The aim is to complement traditional and/or synchronous classes by providing students with further opportunities to engage with the class material. For students taking online/distance programmes, recordings are available to them as part of the flexible delivery of their programme of study.

It is recognised, that there are instances when it may not be appropriate to record lectures or other formal teaching sessions. For example, this may be the case with classes involving breakout groups or discursive classes where recording might hinder participation and ultimately learning. In these scenarios it may be appropriate to record part of the class, to prerecord the lecture element, or to consider provision of other resources to minimise student disadvantage by unavoidable non-attendance.

4.2 Guiding principles

- 4.2.1 The decision to record lectures/classes is made by the relevant lecturer at their own discretion.
- 4.2.2 Lecture recording is intended to supplement, rather than replace, student attendance at lectures or other classes.
- 4.2.3 The existing copyright of teaching materials e.g. PowerPoint presentations, notes etc is not altered should lectures/classes be recorded.
- 4.2.4 Lecturers must cite third party copyright material appropriately. This is the case whether or not the lecture is recorded. Recordings containing third party copyright material within lectures/classes or segments of lectures/classes may breach the third party copyright.. If using third party materials the recording should be restricted to that class group and for a time limited period in keeping with the principle of 'fair dealing'.
- 4.2.5 The copyright of the recording will remain with the lecturer.
- 4.2.6 The dissemination of the recording is the responsibility of the lecturer.
- 4.2.7 A lecturer will inform students at the start of a module and/or lecture if the teaching is being recorded and to whom the recordings will be made available.
- 4.2.8 Recordings shall be made available by the lecturer through the Institute's virtual learning environment (VLE).
- 4.2.9 To facilitate learning, recordings will be retained and made available for a period of time as determined by the lecturer, generally until the end of the associated semester or the end of the repeat examination period.
- 4.2.10 Recordings shall not be used for staff performance management purposes.
- 4.2.11 Recordings shall be compliant with the General Data Protection Regulation (EU) 2016/679.

4.3 **Permission to record a lecture or other formal teaching session by students**

- 4.3.1 Students may request to record a lecture(s) as a reasonable accommodation or request the lecturer would record the teaching session. All requests must be made in writing (including by e-mail) prior to the lecture to the lecturer.
- 4.3.2 Students cannot record any lecture/class without written confirmation of permission by the lecturer.
- 4.3.3 Covert audio and/or visual recording of lectures/classes is strictly prohibited.

4.4 **Lecturer Recordings**

- 4.4.1 See appendix 1 for guidance on lecturer recordings

4.5 **Use of recordings**

- 4.5.1 Recordings of lectures or other formal teaching sessions made available to a student are for the personal and private use of the student.
- 4.5.2 Students may not:
 - i. make a recording without permission
 - ii. copy recorded lectures/classes (or subset thereof);
 - iii. distribute/forward the recorded lectures/classes (or subset thereof) to any third party;
 - iv. post/display the recorded lectures/classes (or subset thereof) on any public forum including the internet and all electronic/social media fora.
- 4.5.3 Students should adhere to the principles contained in IT Sligo Student Charter and IT Sligo Code of Conduct in relation to online communication, and particularly to the netiquette guidelines it contains relating to engagement during online classes.

4.6 **Implementation**

- 4.6.1 Where a student breaches this policy, the Institute will regard this as a disciplinary offence. All such breaches will be dealt with in accordance with the Student Code of Conduct and/or the Disciplinary Procedure for Student (Examinations)s.
- 4.6.2 Students will be informed of this policy through the Code of Student Conduct and should be informed at School/Department and Programme level through induction and programme handbooks.

5. Records and Procedures related to this Policy

EXAM009 Reasonable Accommodation for Students Procedure

GDPR002 IT Sligo Data Retention Policy

IT Sligo Student Charter

Staff and Student Data Privacy Notices on the website [here](#)

6. Revision History

Revision No	Description of Change	Issue Date	Status
000	New Policy	21 Dec. 21	Approved by Academic Council

Appendix 1 Lecturer recordings

At the start of a module, lecturers will inform students that lectures may be recorded. For each lecture, lecturers will inform students when recording starts and ends.

Students should be advised that any class participation will be recorded unless the recording has been stopped at that point. When recording, lecturers should not call on individual students by name to answer/contribute but rather let students volunteer to contribute (by voluntary contributing, a student is re-affirming consent to be recorded).

Recordings of student presentations may be shared only with the consent of the relevant student. Lecturers may retain student presentations for the purposes of examination processes.

Where the contribution of an individual student can be identified in a recording, access should be restricted to the class group and limited to that academic year.

In some circumstances, written consent for recording may be required for wider dissemination e.g. from a guest lecturer who is included in the recording.

Recordings or sections of a recording in which [‘special category data’](#) is discussed should not be shared.