

Lecture Capture Policy

Introduction

1. Lecture capture (video and audio recording of lectures) is an increasing trend across the University sector (71% of UK Institutions reported in 2016 they were operating a lecture capture system, and 44% reported they had developed an associated policy)¹.
2. In line with this trend, lecture recording is increasing across the University for a number of reasons including changing pedagogical models of delivery, availability of lecture-capture systems, and students themselves recording lectures. This trend is likely to continue. As it does, it creates an increasing requirement for the University to provide guidance and to clarify the regulatory position regarding audio and video recording of lectures.
3. The recording of lectures can provide a useful resource for students, including: revision purposes; revisiting particularly difficult points that they may have missed or misunderstood; writing more detailed notes following a lecture; for those students who have particular educational needs (declared or undeclared) and/or for whom English is not their first language.
4. However, it is important that staff and students understand what recording is not designed to do. The University recognises and acknowledges that:
 - a. Recording is not intended to replace student contact time or reduce student attendance at lectures. It is provided to enrich the student experience;
 - b. Not all teaching styles are suitable for recording and staff should not feel required to change their preferred teaching style simply to ensure that it can be recorded.
5. This policy sets out the circumstances in which recording may take place, the respective roles and responsibilities of those involved in such recordings, and the implications of breaches of this policy. For the purposes of this policy, the term 'recording' refers to any audio and/or video recording of a lecture or other teaching session, made with any type of recorder.

Principles and Practice

6. The University allows lecturers to choose to audio and video record their lectures by lecture-capture technology where available or if not available, to allow students to audio record for personal use, as part of its commitment to creating an inclusive learning environment.
7. The University recognises that whilst the content of lectures remains the property of the University, it is only in the act of recording that issues of ownership arise. Verbal and/or physical contributions to group learning activities by students and staff, for example, remain the intellectual property of their authors.
8. For this policy therefore, lectures are defined as staff-led sessions (classes/demonstrations) which normally contain no or limited personal, sensitive and/or confidential contributions from staff or individual students. Such sessions are considered suitable for recording by the University where lecture-capture technology is available or where this is not the case, in audio format by students.
9. Other sessions (e.g. seminars, tutorials or break-out activities within larger groups) where staff and students are active in generating content and outputs through discussions and group activities, and/or where some of the discussion or content may be personal, sensitive and/or confidential are not considered suitable for recording unless express permission has been given by the tutor, students and any other participants.

Audio recordings made by students

10. Many disabled students registered with Student Services may be advised to audio-record lectures, seminars or other teaching events. This is because some disabled students will encounter difficulties in listening or observing a lecture and taking notes at the same time, for reasons related to their disability. Allowing students to use an audio-recording device in these circumstances will normally be a reasonable adjustment which the University and its staff are required to make under the Equality Act 2010.

11. Where it is not appropriate to permit the recording of a whole lecture or teaching session the responsible member of staff must ensure that an alternative reasonable adjustment is made (for example, providing a set of written or audio notes to augment the information provided in the lecture or other teaching session or a one-to-one tutorial where students are able to record the discussion that they have with the lecturer). Student Services are able to offer advice and guidance around alternative reasonable adjustments where it is not appropriate to permit recording.
12. Students not registered as disabled may only make audio recordings with the express permission of the member of staff or guest speaker. Though staff are entitled to withhold permission, they are also encouraged to consider the inclusive nature of such recordings, and how these may support all students (e.g. international students, those students who for whatever reason have not had their disability registered etc) when making this decision.
13. Recordings made by students should be as overt as possible (i.e. on equipment that is visible) in order that the lecturer and other students are aware that they are being recorded. It is accepted, however, that in large group sessions (i.e. lectures) not all students and staff are likely to be able to see the recording equipment or know that recording is taking place.

Lecture-capture recordings

14. Lecturers can choose to record their lectures using Planet eStream, the University's media software solution to cover Lecture Capture, Media Streaming and Off Air Recording. Planet eStream is available to all academic staff. Recording equipment will be available in the main lecture spaces.
15. All media recorded via Planet eStream will be stored securely with appropriate data protection controls. Academic staff will have the opportunity to edit recorded lectures using Planet eStream. Recorded lectures can be accessed via Planet eStream and embedded within Moodle.
16. Staff should ensure they have appropriate copyright clearance for any material covered by the recording. Advice will be available.
17. At the start of the lecture students should be informed by the lecturer if it is to be recorded. The lecturer has the right to apply discretion and pause or subsequently edit a recording, for example if sensitive material is being taught or if the recording is considered to be interfering with interactive teaching.
18. Visiting lecturers are encouraged to record, however the decision will rest entirely with the visiting lecturer.

Use of lecture recordings

19. University lecture-capture recordings should normally only be accessible by those students enrolled on the course unless agreed otherwise by the lecturer(s) presenting the lecture, and available for the relevant academic year. Use of such recordings should be in relation to the course unless agreed otherwise by the lecturer(s) presenting the lecture.
20. Student audio recordings of lectures sessions are for the sole use of the individual concerned and cannot be made on behalf of other students. Once the recording has served its purpose, it should be erased. This will normally be after the final degree result has been achieved and confirmation that future learning from the recording will not be necessary.
21. In order to protect intellectual rights and privacy and the University takes seriously any objections by students or staff about recordings of themselves. Thus, while staff and students are expected to allow others to use their recorded contributions to lectures as part of their personal learning resources, the unauthorised transmission or sharing of audio and or audio/video recorded material of any teaching session through any media constitutes a breach of University rules and will be subject to disciplinary action.
22. Audio and/or lecture-capture recordings will not be used for staff management purposes, including performance review or investigation of student complaints except with the explicit consent of those delivering the lecture/session, or where this is permitted in accordance with the provisions of data protection legislation e.g. for law enforcement purposes.
23. The Lecture Capture policy will be drawn to the attention of all students at the point of enrolment, and form a component of the Student Charter.