



Policy for the Recording of Lectures and Taught Sessions

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2.0	Major revisions to policy.	Head of Quality Assurance	7/9/2017	Student Experience and Welfare Committee
2.1	Document Management table amended.	Head of Quality Assurance	July 2018	N/A

Introduction

The University wishes to support all students in their studies, and recognises that many students find it helpful to have access to a recording of taught sessions.

The University is extending its use of Lecture Capture to all lecture-capture enabled venues in the Central Lecture Block from September 2017. This involves the recording of the lecturer's voice and the computer screen in the teaching space. It does not capture a video feed of the classroom. Lecture capture is designed to supplement the lecture and not replace it, and to be an important resource to support student learning in that it:

- Supports revision
- Allows all students to review and re-visit particular points which they may have missed or found difficult to grasp
- Gives time for students to listen in lectures rather than just take notes
- Supports an inclusive teaching and learning environment
- Helps International students whose first language is not English
- Helps students who miss lectures due to illness, transport difficulties or sudden work, caring or other commitments.

The University recognises that there are certain exceptional circumstances where recording of the lecture session is not appropriate, and in these cases the Head of Department will agree the decision not to record it. There may also be technical or operational circumstances which arise which mean that recordings of all lectures cannot be guaranteed, but all reasonable efforts are made to overcome these issues.

The recording of taught sessions is one of the ways in which the University makes reasonable adjustments for disabled students under the terms of the Equality Act 2010. However, we consider it impractical to differentiate between students that fall under the Equality Act and those that do not, and believe that all students may benefit from the opportunity to either record or have access to taught sessions. Indeed, the UK Quality Code for Higher Education requires providers to provide an inclusive environment where all students have access to equivalent learning opportunities (Chapter B3: Learning and Teaching; Chapter B4: Enabling Student Development and Achievement).

We recognise however that the practice of recording sessions may raise issues for staff and students, particularly around the use of such recordings, and therefore clarity is required in order to provide fairness and protect the interests of both staff and students.

This policy sets out the expectations of both staff and students. The Disability and Dyslexia Service Code of Practice contains additional guidance for those with a disability-related need, and a shortened version (Recording of Taught Sessions notice) is displayed in lecture rooms.

Policy

1. The policy applies to all teaching staff and students at Brunel University London. It does not apply to external lecturers, for whom an opt-in arrangement is required. It is the responsibility of the member of staff who invited the external lecturer to obtain such consent. The policy applies to recordings made of lectures using lecture capture, and to students making their own recordings of taught sessions.
2. The general approach is that all lectures should be recorded unless there is a particular reason not to, for example if commercially sensitive material is being discussed. Staff wishing to opt out of a lecture recording should discuss the matter confidentially with their Head of Department, to find a possible workaround and to encourage alternative methods of recording to ensure that the University is meeting the needs of any students with additional requirements or adjustments. It is envisaged that members of staff will apply to opt-out to specific identified content and not to a module or programme generally.
3. It is the responsibility of the lecturer to inform their cohort if a recording will not be made available.
4. All opt-out requests will be recorded by the member of staff's department and it is the responsibility of departments to keep a record of any lectures that are not being made available to students.
5. Recordings will contain audio and screen capture only.
6. The voices of students who participate in the lecture could be captured on the recording, particularly if they are sitting near the front of the lecture room.
7. The lecturer can pause the recording, or subsequently edit the recording, for example if sensitive content is being discussed, or if the recording is impacting on interactive components of teaching.
8. Recordings will be password protected and available only to students registered on the module via Blackboard. Recordings will normally be available for two academic year from the date of the recording. Email notifications will be sent to lecturers one month before deleting.
9. Lecture recordings will be processed and available for editing within one day.
10. A lecturer retains the right to withdraw permission to the further publishing of a recording after the event. The reason for withdrawing permission should be discussed with the lecturer's Head of Department.
11. Students may request that a recording is edited only if it is to remove content that contains their sensitive personal data.

12. Except where agreed between the University and the academic, recordings are not for public consumption. The University owns all intellectual property rights in the recordings of lectures, but under the Intellectual Property Rights policy, waives its rights to ownership of lecture materials which may be contained within. Staff retain ownership of any performance rights in the delivery as recorded, but license their use to the University, for reasons of practicality
13. Lecture recordings are the property of Brunel University London and cannot be used externally without permission. Recordings must not be copied, modified, disseminated or used without the permission of the member of staff delivering the lecture.¹ Content (full or partial) must not be shared with any third party. Any infringement by staff or students could lead to disciplinary proceedings. Inappropriate recording and distribution may also be subject to legal action.
14. It is the responsibility of the lecturer to ensure the content of the presentation adheres to copyright law and does not infringe the rights of any third party. Recordings which are in violation of the law will be removed rapidly from Blackboard.²
15. Recording of lectures will not be used for evaluation of staff performance, but may be used in accordance with the provisions of relevant data protection legislation, for example for law enforcement purposes.
16. Signs will be displayed in all teaching spaces where Lecture Capture service is available to remind staff and students before entering the room that a recording might take place.

Recording of taught sessions by students

17. All students may, in principle, make audio recordings of taught sessions.
18. As a matter of courtesy, students should inform the lecturer delivering the session that the lecture/seminar is being recorded. The lecturer may then, as a courtesy to all present, inform the class that an audio recording is being made.
19. For video recording/filming of lecture/seminar sessions students are required to seek written permission from the lecturer concerned prior to the session. Permission should be sought as early as possible, and no later than 5 working days before the session. It is the student's responsibility to seek agreement, which is given at the lecturer's discretion. The lecturer will also consider the views of other participants before permission is given.
20. Any video recording/filming must be as discretely as possible, and record only the content and not participants in the session

¹ <http://www.brunel.ac.uk/life/study-support/computer-services>

² <http://www.brunel.ac.uk/life/library/Copyright>

21. It is the responsibility of the lecturer to announce at the beginning of the session that it is being video recorded/filmed.
22. A lecturer may request at any time that a recording of any type is stopped, for example if other students are uncomfortable with recordings being made, or where sensitive material is being discussed.

Use of Recordings (audio/video/film)

23. Recordings should not be reproduced, passed to or shared with any other person in any format or via any type of media, including posting on social media or other websites.
24. Recordings must be used solely for the individual's own personal study, and should be destroyed at the end of the student's programme. Breach of this policy could lead to disciplinary action being taken under Senate Regulation 6.
25. Recordings will only be admissible in any complaint or appeals process at the discretion of the University.
26. The content of lectures and seminars remains the academic property of Brunel University London.
27. The use of recorded content in any assignments must be appropriately referenced to avoid allegations of plagiarism, which is regarded as a serious disciplinary offence (Senate Regulation 6).
28. If it is suspected that a session is being recorded without the appropriate consent being obtained, or otherwise in breach of this policy, staff may confiscate the recording equipment for the remainder of the session, and the student may be subject to disciplinary action under Senate Regulation 6.
29. Sharing of any recorded material through any media is a breach of this policy and will be subject to disciplinary action by the University.
30. Recording of one-to-one supervisory sessions is not covered by this policy. This is a matter of agreement between an individual lecturer and student.

Sources of Support and Guidance

- Brunel Panopto [website](#) (with guides, tutorials etc)
- Copyright in Higher Education: <http://copyrightuser.org/topics/education/>
- Library Services: <http://libguides.brunel.ac.uk/slls>
- Learning Technology Team: <http://www.brunel.ac.uk/study/BEEC/digital-education/Digital-Education-Home>