

SETU Carlow Policy and Procedure

Title: Lecture Recording Policy

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Form(s)	Responsibilities/ Owner
	VP Academic Affairs and Registrar
Superseded or Obsolete Procedures	

Preamble

Whereas this policy encourages, when not to the detriment of pedagogy, the recording of lectures in order to make them available to learners, the SETU Carlow emphasises the importance of, and strongly encourages, the attendance by learners at live lectures, whether on campus or online, on the grounds that such attendance affords them the optimum learning experience. Attendance at lectures allows learners to engage with the lecturer and other learners in real-time and it allows them to ask questions of, and seek clarification from, lecturers in relation to the subject matter of the lecture, which is not possible with recorded lectures. Accordingly, recorded lectures should not be regarded as a substitute for attendance at lectures; rather, they should be seen as an additional resource made available to learners. While lecturers are encouraged to record lectures (particularly online lectures) and make them available to learners (paragraph 3.1), the absolute discretion of lecturers as to whether or not to record their lectures is not affected by this policy.

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1. Purpose

- 1.1. The purpose of this policy is to give learners access to lecture recordings by providing a framework for lecturers to record lectures and share the recordings.
- 1.2. Access to lecture recordings is both valued by, and of value to, learners. It is particularly important in the current context of Hybrid Learning, the COVID-19 pandemic, and as a reasonable accommodation for students with disabilities (as outlined in the *Learner Disability and Learning Support Policy*). It also supports SETU Carlow's *Strategic Plan 2019-2023*, including this aspect of Goal 3 of Our Learners: *Embrace new and emerging technologies and increase digital capacity and blended learning options on all relevant programmes and cross- campus*.
- 1.3. The appropriate use of technology can be used to support and enhance a learner-centred experience in higher education. Recording lectures provides learners with useful learning resources which can be flexibly viewed both off campus and on demand. This has obvious advantages for hybrid learning, accessibility, revision and re-use of materials.

2. Definitions

- 2.1. This section will define the use of the following terms as used in this policy: online lectures, face-to-face lectures, lectures and recordings.
- 2.2. For online lectures, the virtual classroom/webinar software (such as Bb Collaborate or MS Teams meeting) can be used to record all content displayed on the screen, including comments contributed in the discussion and may include webcam input.
- 2.3. For face-to-face lectures, lecture capture software can be used to record all content of lectures displayed on the PC and through the projector while a camera or webcam may be used to capture the audio in the room and a video of the lecturer.
- 2.4. "Lectures" includes other forms of classes, such as labs, tutorials and workshops. "Lectures" can also include screencast recordings for asynchronous use by learners.
- 2.5. 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 lecturer). At their discretion, lecturers may choose to record audio and/or video. Lecturers may also choose to integrate audio into presentations as an embedded component. Such recordings can be uploaded into applicable modules in the Virtual Learning Environment for learners to access as additional learning resources.

3. Scope

3.1. In the context of the COVID-19 pandemic and the adoption of a learner-centred approach to hybrid learning, it is important to learners that there is flexible access to all learning resources. In particular, it is important to learners that there is flexible access to lecture recordings. SETU Carlow is committed to enabling flexible access for learners to lecture recordings and other learning resources. Lecturers are encouraged to record lectures (particularly online lectures) and make them available to learners.

3.2. In addition, SETU Carlow is committed to an inclusive approach to teaching and learning. Specifically, SETU Carlow is committed to providing access to lecture recordings as reasonable accommodation for students with disabilities, as outlined in the *Learner Disability and Learning Support Policy*:

Academic departments, in conjunction with Student Services and the Teaching and Learning Centre, shall plan, design and adopt teaching and learning strategies, which make the teaching of the programme as inclusive as is possible and, where reasonable, allow adaptation and assistive technology to accommodate the needs of learners with disabilities.

3.3. In order to enable the recording and sharing of lectures to flexibly support learners to engage with their studies, this policy has been developed to support lecturers to record online and face-to-face lectures and integrate this activity into their teaching practice. The policy applies to both online and face-to-face lectures (and recording of other classes). The policy outlines the guiding principles for lecturers with respect to the recording of any of their lectures. Important aspects include lecturer control of recordings and respect for copyright and data protection. Data protection applies to both lecturers and learners. Participants should know if the lecture is being recorded, why it's being recorded and who will have access to it.

3.4. The policy also specifies the learner's commitment that applies to all learners of SETU Carlow who are accessing lecture recordings, including that the sharing of lecture recordings is prohibited and that action will be taken if this occurs.

4. Principles

4.1. Access to lecture recordings is both valued by, and of value to, learners. In the context of the COVID-19 pandemic and the adoption of a learner-centred approach to hybrid learning, it is important that learners have flexible access to lecture recordings.

4.2. The decision to record lectures is made by the relevant lecturer and the dissemination rights of recorded lectures belong to that lecturer.

4.3. Lecturers must cite copyright material appropriately. This is the case whether or not the lecture is recorded. Recording of lectures or segments of lectures is not permitted where copyright is held by a third party.

- 4.4. The copyright and intellectual property rights of teaching materials is not altered should lectures be recorded.
- 4.5. Recordings shall not be used for staff performance management purposes and shall be compliant with the General Data Protection Regulation (EU) 2016/679.

5. SETU Carlow's commitment to the Learner

- 5.1. At the start of a module, lecturers will inform learners that lectures may be recorded and what this entails. Learners should be encouraged to make any personal requirements known to *Student Services* in order to diminish any access barriers.
- 5.2. For each lecture, lecturers will inform learners when recording starts and ends.
- 5.3. Learners should be advised that any class participation will be recorded unless the recording has been stopped at that point. When recording, lecturers should (where appropriate) not call on individual students by name nor to answer/contribute but rather let students volunteer to contribute (by voluntary contributing, a learner is re-affirming consent to be recorded).
- 5.4. For online lectures, any text comments captured from learners should (where appropriate) be anonymised in the recording and learners advised not to refer by name to other learners in the comments.
- 5.5. Recordings of learner presentations may be shared only with the consent of the relevant learner. Lecturers may retain learner presentations for the purposes of examination.
- 5.6. Recordings shall be made available by the lecturer through a secure SETU Carlow system, such as the Virtual Learning Environment (VLE) in the applicable module or MS Stream to the relevant learners, as the dissemination mode of preference.
- 5.7. To facilitate learning, recordings will be retained and made available for a time period as determined by the lecturer.

6. Learner's commitment to SETU Carlow

- 6.1. At the start of a module, the learner should familiarise themselves with what recorded lectures entail and declare any personal requirements which may negatively affect their experience regarding recorded lectures.
- 6.2. When a lecture is being recorded, the learner should volunteer answers if they wish to participate in class.
- 6.3. Learners are reminded of the importance of adhering to codes of practice in relation to dignity and respect while attending lectures.

- 6.4. Lecture recordings may not be reproduced, transferred, exchanged, distributed, or displayed in any public or commercial manner. In this context, the following is strictly prohibited:
- a. the copying and editing, by any means, of recorded lectures;
 - b. the passing of recorded lectures to any third party, including any other students;
 - c. the posting/displaying of recorded lectures on any public forum including the internet and all electronic fora.
- 6.5. Covert audio and/or visual recording of lectures by learners is strictly prohibited and will be treated as a serious disciplinary matter.
- 6.6. Learners who are in breach of the commitments in this policy may be subject to disciplinary measures under the SETU Carlow Student Charter and Code of Discipline.

7. Appendix: related policies and sources

- 7.1. There is a need to document a “Lecture Recording as a Reasonable Accommodation Policy” and related procedures.

Related SETU Carlow policies:

[Policy for Learner Access and Widening Participation](#)
[Learner Disability and Learning Support Policy](#)
[Learners in Covid 19 High Risk Groups](#)
[Learner Engagement and Progression Framework](#)
[SETU Carlow Strategic Plan 2019-2023](#)

Related external guidelines:

AHEAD / DAWN: [Inclusive Learning and the Provision of Reasonable Accommodations to Students with Disabilities in Higher Education in Ireland](#)

- 7.2. Acknowledgment of sources:

LIT Lecture Recording Policy
[https://lit.ie/admin/LIT/media/LIT/Quality/Quality%20Handbook%202019_2020/Volume%20\(4\)%20Ac%20Regs_Policies_Procedures/\(12\)-LIT-Lecture-Recording-Policy-19-21\(AC-3-5-19\).pdf](https://lit.ie/admin/LIT/media/LIT/Quality/Quality%20Handbook%202019_2020/Volume%20(4)%20Ac%20Regs_Policies_Procedures/(12)-LIT-Lecture-Recording-Policy-19-21(AC-3-5-19).pdf)

JISC Recording lectures: legal considerations
<https://www.jisc.ac.uk/guides/recording-lectures-legal-considerations>