



Class recording policy for teaching

Introduction

This Class Recording Policy sets out the conditions under which recordings may be made during teaching, and clarifies staff and student responsibilities to ensure that LIBF is meeting its obligations under equality, copyright and data protection legislation.

This policy applies to all **Higher Education full-time, on-campus students** and staff involved in teaching and learning at LIBF. These guidelines do not cover students who may have learning contracts specifying additional support needs – any students unsure if this is the case should speak to the HE Support team.

Definitions

For the purpose of this Policy:

- ‘Lecture’ and ‘seminar’ refer to face-to-face teaching, whether in person or online;
- ‘Instructor’ refers to any staff member involved in teaching and learning;
- ‘Record’ and ‘Recording’ refer specifically to **audio** recording of lectures or seminars using personal devices and/or Glean software, and exclude video recording. Video recording is not permitted, nor is the capture of images that include other people.

Recording Guidelines for Students & Staff

- The making of lecture and seminar recordings should be regarded by instructors as a learning aid for all students.
- All students may make an audio recording using personal devices of any lecture or seminar given by any instructor, without the need to gain explicit prior consent of the instructor and others involved.
- In all instances where audio recordings are made, the following conditions apply:
 - Any recording made is for the own personal use of the student, for study purposes ONLY.
 - The information contained in the audio recording remains at all times the intellectual property of LIBF, the instructor and any others connected with the content. Ownership of the information does not pass to the student making the recording.
 - Lecture and seminar information is protected under copyright laws and may not be shared or quoted in any way without the explicit consent of the recorded person(s). Unauthorized



sharing may render those responsible liable for civil and criminal penalties for violation of copyright laws and/or breaching the privacy of staff or fellow students.

- Permission to record cannot infringe individual privacy rights. Individual students have the right to request recording to stop if they do not want their personal contribution recorded. This request applies to all students, including students in receipt of disability-related note-taking accommodations.
- Recordings, transcripts and photos/screenshots must not be shared outside the class group. In addition recordings, transcripts and photos/screenshots must not be reproduced, uploaded, or made public by any means, either within or outside of LIBF. This means students must not give whole or partial recordings to others outside the class group, upload them to file-sharing sites, post them to social media, or share them in any other way. **Note that students using Glean cannot share recordings/transcripts made using Glean, even within the class group; your Glean account is for your sole use and you must not allow others to access or otherwise use your account.**
- Any audio recording made must be deleted once it has served its study purpose, or when the student graduates from or leaves LIBF.
- The use of any electronic device (including computers, phones and tablets) for any purpose other than that which is related to the lecture or class activity is strictly prohibited.

Permission to record lecture or seminar information may be revoked where third party or clinically or commercially sensitive material is being used, for which recording is expressly forbidden, inappropriate, or would breach a third party's right to privacy or data protection.

- Where this is the case, the instructor should advise all students of the fact and grant permission to record all parts of the lecture or seminar where such material is not in use.
- Disabled students should be given access to any licensed, clinical or commercially sensitive material in an alternative and appropriate format where this is feasible and deemed to be a reasonable adjustment.
- If a guest speaker is delivering all or part of a lecture or seminar, lecturers should let any guest speakers know that recording may be taking place so that the guest speaker can state if they do not wish to be recorded. Students must not record if the guest speaker requests they do not.

Compliance Statement

Failure to comply with the conditions of this Class Recording Policy (for example, by sharing a recording of a lecture with others without appropriate consent), will be considered a serious violation of LIBF's policies regarding conduct and will be considered in line with the Student Disciplinary policy.

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