

# University of Glasgow

## Lecture Recording Policy

### Introduction

The incidence of lecture recording is increasing across the University for a number of reasons including changing pedagogical models of delivery, availability of automatic systems, and students themselves recording lectures. This trend is likely to continue. As it does, it is creating an increasing requirement and demand for the University to provide guidance and to clarify the regulatory position regarding audio and video recording of lectures.

A working party set up by the Learning & Teaching Committee provided background and guidance in this area as a basis for discussion. On the basis of this work and subsequent discussion and feedback it is clear that any policy and associated guidelines should aim to ensure that the following principles are met:

- The rights of lecturers and the privacy of individuals should be respected and protected
- Students should, within reason, be able to access recordings of lectures to support their learning
- Good advice should be available to staff on issues of copyright of content used in lectures to ensure appropriate levels of protection for staff and the copyright material. <https://www.gla.ac.uk/myglasgow/library/help/copyright/>
- Recorded content should be stored and used in an appropriate manner
- Wherever possible recordings should be provided by the University

Two clear strands of policy have been identified which although related require to be addressed separately:

1. Official lecture recordings sanctioned and undertaken by the University
2. Students making their own recordings

To underpin this policy, students will be requested to complete a Student Agreement at registration that stipulates any use of a recording other than for a student's personal use in relation to their studies or any unauthorised distribution of a recording will be considered in breach of the code of conduct and will be subject to disciplinary action.

### Part 1: Official Recordings

This policy covers the recording of delivered lectures using automated systems and does not cover:

- Pre recorded lectures
- Seminars
- Practicals (e.g. labs)
- Field activity

A University system will deliver a higher quality recording than a student's own device and therefore will be expected to negate the demand for students to produce their own recordings. Currently, while embedded recording systems have been installed in some lecture theatres, coverage is limited. Recording provision will be expanded over the next few years.

## **Policy Statement on University Recordings**

All staff are encouraged to engage with and make use of the automatic lecture recording facility provided by IT Services (Echo 360). The decision to make the recording will lie with the individual staff member(s) presenting the lecture.

- Staff should ensure they have appropriate copyright clearance for any material covered by the recording. [<https://www.gla.ac.uk/myglasgow/library/help/copyright/>]
- Recordings should normally only be accessible by those students enrolled on the course unless agreed otherwise by the lecturer(s) presenting the lecture
- Use of such recordings should be in relation to the course unless agreed otherwise by the lecturer(s) presenting the lecture
- 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
- Visiting lecturers are encouraged to record however the decision will rest entirely with the visiting lecturer.
- Any use of a recording other than for a student's personal use in relation to their studies or any unauthorised distribution of a recording will be considered in breach of the code of conduct and will be subject to disciplinary action. This includes uploading onto social media sites and other unauthorised sites such as YouTube and Course Hero.

## **Part 2: Student Recordings**

Students should normally have the opportunity to make audio recordings of course lectures for study purposes where official recordings are not available. The decision to allow a recording will, however, lie with the individual staff member(s) presenting the lecture.

Administrative procedures around student recordings of lectures should be kept to a minimum. Where it is known in advance that a specific lecture(s) within a course are not to be recorded by students, this, along with reasons, should be communicated to students on the course through an appropriate channel such as Moodle in advance of the lectures. Where the lecturer does not wish a particular lecture recorded they should state this at the beginning of the lecture along with the reason that the lecture should not be recorded.

### **Lecture Recording and Disability**

Current arrangements for disabled students in relation to lecture recording will be unaffected by this policy.

### **Policy Statement on Students' Recording of Lectures**

Students should normally have the opportunity to make audio recordings of course lectures for study purposes where official recordings are not available.

Lecturer's consent to record should not normally be refused without good reasons.

- Any recording is primarily for the student's use in relation to their studies but it may be shared, in a similar way that lecture notes are shared, with other students on the same course. In no circumstances, however, should a recording be made available online to other parties.
- Once the recording has served its study purpose, it should be erased.

- Inappropriate use of recordings will be considered as a breach of the code of conduct and will be subject to disciplinary action.
- Inappropriate recording and distribution may be subject to legal action.
- Students may be asked to turn off their recording device when other students do not want their personal contribution recorded.
- Students may be asked to turn off their recording device during parts of a lecture when deemed appropriate by the lecturer
- Acceptable grounds for not allowing student recording of all or part of a lecture may include:
  - The provision of an official University recording.
  - Where the lecture is likely to have repeated or substantial student speech or interactions
  - Where the lecture includes sensitive content
  - Where the lecture is delivered by a visiting lecturer
  - Some other substantive reason