

 Leeds Trinity University	Policy on Student Recording of Teaching Sessions
	Approved by: Learning & Teaching Committee Approval date: 11 June 2014 Received by Academic Board: 25 June 2014 Review date: June 2015

1 Policy Statement

- 1.1 The University seeks to provide an inclusive environment where all students have access to equivalent learning opportunities and are supported in their studies. It is recognised that many students find it helpful to make audio recordings to gain the best outcome from teaching and learning activities.
- 1.2 In accordance with sectoral guidance, this policy sets out the conditions under which audio and visual recordings may be made and clarifies individual responsibilities to ensure the University is meeting its legal obligations and protecting the interests of both students and staff.
- 1.3 Recording undertaken by the University is not covered by this policy.

2 Policy Objectives

- 2.1 To ensure the University meets its obligations to make reasonable adjustments for students with disabilities under the Equality Act 2010 and in light of the ministerial statement of 7 April 2014.
- 2.2 To ensure students with disabilities are not discriminated against by requiring them to disclose their disability in order to audio record lectures.
- 2.3 To ensure that all students are aware of the opportunity to audio record lectures for personal use only and the consequences of breaching the policy with respect to their recording.
- 2.4 To ensure that intellectual property and performance rights are recognised and protected.
- 2.5 To ensure the Data Protection Act is observed with respect to recording.

3 General Principles

- 3.1 Students are entitled to audio record teaching activities for personal purposes only, subject to sections 3 and 4 below. The entitlement only applies to a student who is present to make the recording in person; making recordings for students not present is not permitted. This entitlement will be publicised annually to students and staff in appropriate media.

- 3.2 In light of such publicised entitlement, lecturers should proceed on the assumption that recordings will be made from time to time and, therefore, at appropriate points draw attention to material where copyright, data protection or commercial intellectual property rights of others could be infringed or where other persons (eg visitors) who will be unaware of the policy are present.
- 3.3 Students wishing to record group learning activities involving student participation should alert participants at the time and, out of courtesy, seek informal agreement to record.
- 3.4 A lecturer may request that a recording is suspended when it might inhibit the necessary discussion of sensitive material. When required as a reasonable adjustment, material should then be provided in an alternative format.
- 3.5 Students wishing to record a supervisory discussion are requested to alert the supervisor and, out of courtesy, seek agreement to record. If permission is not granted and a reasonable adjustment is required, the lecturer's remarks should then be provided in an alternative format.
- 3.6 Visual recording of any part of a lecture and/or seminar is not permitted without the prior written consent of the lecturer and others involved. For all video recording/filming of any sessions, it is the student's responsibility to seek this permission from the lecturer and all other participants, prior to the session.

4 Use of Recordings (audio/video/film)

- 4.1 Recordings must be used solely for the individual's own personal study and should be destroyed at the end of the programme of study.
- 4.2 The ownership of the information contained within the recording remains with the lecturer, the University and any others connected with the content, in accordance with the University's Intellectual Property Rights policy and procedures.
- 4.3 Students may not publish such recordings in any form. Recordings, or quotations therefrom, should not be posted on websites, copied, passed to or shared with any other person, in any format or via any type of media, other than for transcription purposes.
- 4.4 The use of recorded content in any assignments must be appropriately referenced to avoid allegations of plagiarism.
- 4.5 Permitted personal use of a recording does not extend to use as evidence in any complaint, dispute or disciplinary action with or through other parties.

5 Breach of This Policy

- 5.1 Any breach of this policy may be referred for consideration of disciplinary action.

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