



POLICIES and PROCEDURES

Responsible Unit	The Senate
Last Reviewed/Updated	September 14, 2020
Approving Sector Head	The Senate
Policy	Lecture Recording Policy: Recording of Course-Related Classes, Meetings, and other Activities

For this policy document, all members of faculty, instructors, teaching assistants, and others engaged in the delivery of the academic mandate, will be referred to as “instructors.” Likewise, any class, lecture, lab, fieldwork, studio activity, etc. will be referred to as a “lecture.”

Acadia University employees, contractors, and students are expected to respect the privacy of individuals in both the workplace and educational setting. An expression of the University’s commitment to the protection of privacy is the prohibition covert or secret recording (audio or video) of lectures and meetings involving instructors and students, including conversations and telephone calls.

Recordings serve many legitimate academic and workplace purposes. The intent of the policy is to strike a balance between the appropriate use of audio and visual recordings, and concerns regarding compliance with the law, privacy, and protection of intellectual property. The University does not condone recording of lectures or meetings if participants are unaware that such a recording is being made.

To promote an environment of trust and collegiality, lectures may be recorded by an instructor only if a declaration has been made advising those in attendance, whether physically or virtually, that a recording will be made. **The unauthorised or covert use of any form of device to audiotape, photograph, video record or otherwise reproduce lectures, course notes, or teaching materials provided by instructors is informed by the Canadian Copyright Act and is prohibited by Acadia. Students may not record any portion of a lecture without the prior and explicit permission of the course instructor. The instructor’s consent to record will not be unreasonably withheld in cases of private use by students requiring accommodation.** Instructors must not disclose the identity of students making approved recordings under an accommodation. Arranging for others to record conversations, telephone calls or other work or educational activities, unless specifically permitted by the participants, is prohibited.

Instructors are encouraged to include a statement regarding the recording lectures in their course outline or to explain the policy during the first class, particularly if recording is not to be permitted. If instructors wish to offer broad permission to record lectures, this information may be included as a written statement in the course outline. Please see the end of this document for sample statements.

While a lecture is considered the intellectual property of the instructor, and copyright guidelines and regulations apply to the recording of lectures, instructors must declare their intention to record a lecture in advance, either prior to the commencement of the lecture or in the course outline. Instructors should also communicate to students how recorded lecture material may be used or distributed. In particular, instructors should communicate whether lecture material is for personal use only, whether lecture recordings can be

shared with other students in the course, or whether lecture recordings may be posted to a publicly accessible website or via social media.

Once permission to record is given, it may nonetheless be rescinded at any time or for certain lectures/sessions.

In addition to considerations of copyright and intellectual property, the need to protect the privacy of participants in the lecture being recorded is essential. In addition to general privacy protection, some students and participants have serious and genuine reasons for not wanting their presence in a particular lecture, or at a particular institution, to be public information and may be endangered by insufficient privacy protection. These considerations are guided both by university practice and the Nova Scotia Freedom of Information and Protection of Privacy Act (FOIPOP) regulations.

In general, instructors and students should follow these guidelines:

- Students must be given notice that lectures or a specific lecture will be recorded. Students or other participants wishing to make recordings for reference and personal use must request permission in advance and must declare this to all lecture participants.
- Students must be given the option to opt out of recorded lectures without penalty. In general, this can be done with minimal disruption by designating an area of the teaching space that will not be visible on a video recording, and by providing students who do not wish to be seen or for their voice to be recorded an alternative means of participating and asking questions (e.g. turning off video, asking questions by email, during office hours, or through a private chat with the instructor). Students who wish to remain anonymous in a recorded lecture must not be penalized for this choice. If, for example, participation is a required component of the course, students must be given another option to earn participation credit that will not be recorded.
- Instructors may choose to circulate a consent form at the beginning of term. This form should outline the purpose of the recording(s), potential uses, and students' options for opting out. A sample consent form, and assistance in modifying as appropriate, is available from Learning Technology & Instructional Design.
- Learning Technology & Instructional Design can assist in creating security measures to ensure lecture capture is accessible only by authorized students and instructors.

It is a violation of this policy, and the student Code of Conduct, to download approved or unapproved recordings of lectures, meetings, or conversations to a computer, upload them to the internet, or otherwise share, transmit or publish such recordings without the prior written consent of all participants.

Students who require accommodations must make arrangements by visiting the Accessible Learning Centre, by email at disability.access@acadiu.ca, or my phone at (902) 585-1291, (902) 585-1605, or (902) 585-1823.

Please visit the Vaughan Memorial Library site for copywrite and recording/uploading lectures, class notes, etc. <https://libguides.acadiu.ca/c.php?g=433650&p=5027078>

Questions about adhering to privacy guidelines in a specific context may be directed to the University's Privacy Officer 15 University Avenue, Wolfville, NS, B4P 2R6, 902-585-1142.

Sample Statements for Course Outlines

SAMPLE 1: Instructor Permits Audio Recordings with No Distribution Rights

Students may create audio-recordings of the lectures for their personal use. Recordings are intended to permit lecture content review to enhance understanding of the topics presented. Audio-recordings is not a substitute for attending class.

Students should note that since audio recordings are to be permitted, their voice may be recorded by others during the class. Please speak to the instructor if this is a concern for you.

In accordance with the Nova Scotia Accessibility Act, 2017, persons who have special needs will be accommodated.

Students agree to the following terms when creating audio recordings of lectures:

- Recordings are not to be distributed without the permission of the instructor via the Internet, using social media such as Facebook, peer-to-peer file sharing such as One Drive or Dropbox, Google Drive, or other distribution channels.
- Recordings are not to be shared with other classmates unless they are to be used in collaborative assignments, or if the instructor permits for other reasons.

Non-compliance with these terms violates an instructor's intellectual property rights and the Canadian Copyright Act. Students violating this agreement will be subject to disciplinary actions.

SAMPLE 2: Instructor Does Not Permit Audio Recordings

Students may not create audio recordings of classes with the exception of those students requiring an accommodation for a disability, who should speak to the instructor prior to beginning to record lectures.

Students creating unauthorized audio recording of lectures violate an instructor's intellectual property rights and the Canadian Copyright Act. Students violating this agreement will be subject to disciplinary actions.

SAMPLE 3: Instructor Plans to Video Record Classroom Lectures for Asynchronous Teaching

Instructors may decide to record classroom lectures for the purposes of teaching, so that students in a class in an online fashion, may participate. These classes will be recorded, and a secure link posted to ACORN.

Video recordings will only capture the instructor and the front of the classroom. Students will not be visible on video recordings. Your voice, however, may be captured as an audio recording if you ask a question in class. If you have any concern about your voice being recorded, please speak to me to determine an alternative means of participating.

Class lecture recordings may not be reproduced or posted or shared anywhere other than the official course documentation. The meeting link and resulting materials should only be used by students currently registered in the course. These may be streamed and may be uploaded to students' phones and similar devices for personal use.

Because video capture will be provided for all lectures, students may not create additional audio or video recordings without written permission from the instructor. Permission for such recordings will not be withheld for students with accommodation needs.

SAMPLE 4: Instructor Plans to Provide Online Classroom Teaching

To support access to course content by all students, recordings of online lecture sessions held within the context of this course will be archived and a link posted to ACORN.

Video recordings will primarily capture the instructor and onscreen content. Students will not be visible on video recordings unless their webcam is enabled. If the webcam is enabled, you can disable your video showing only your initials or profile picture. Your voice, however, may be captured as an audio recording if you ask a question in class. The same would hold true for questions posted in the chat tool. If you have any concern about your voice or text being recorded, please speak to me to determine an alternative means of participating.

Course videos may not be reproduced or posted or shared anywhere other than the official course ACORN site and should only be used by students currently registered in the course. Recordings may be saved to students' laptop for personal use.

Because recordings will be provided for all lectures, students may not create additional audio or video recordings without written permission from the instructor. Permission for such recordings will not be withheld for students with accommodation needs.

Sample Consent to Video/Audio Record Class

Authorization for use of Photographs, Audio and/or Video Recordings in the classroom

I authorize the

Individual / Office / Program

to use the designated photographs, audio or video recordings

Listing of photographs, audio or video recordings to be disclosed

taken on

Date photograph taken or audio/video recording made

for the purpose of

State specific purpose of information release

in the period

State date range for which permission will exist

Full Name:	
Student ID#:	
Date:	

Signature: _____

NOTE: Consents may be revoked at any time by so indicating, in writing, to the office seeking consent.

Protection of Privacy – The personal information requested on this form is collected under the authority of Section 24(c) of the Nova Scotia *Freedom of Information and Protection of Privacy Act* and will be protected under the *Act*. Direct any questions about this collection to: Privacy Officer, 15 University Avenue, Wolfville, NS, B4P 2R6, 902-585-1142.