

Classroom Recording Protocol

Classroom recording can be a valuable teaching and learning tool; instructors may choose to record classroom activities, or students who have received prior written permission from the instructor or with an approved Accommodation Plan in place.

Whether it is instructor or student initiated classroom recording, it is important to protect intellectual property and maintain the privacy rights of individuals. The following Protocol governs the use of recorded lectures by instructors and students. The creation of classroom recordings by instructors is supported by Instructional Technologists in Academic Technology Services, a unit within the Dalhousie Libraries.

Definitions

- Recorded lectures or lecture capture refers to the recording of live classroom activities (including activities other than lectures).
 - Recorded lectures may include a combination of any or all of these: 1) audio of instructor or students, 2) data projected on the screen, and/or 3) video of the instructor or students.

Protocol for Instructor-Initiated Recording

Intellectual Property and Permissions

1. The recorded lecture is treated as the intellectual property of the instructor as outlined in Article 23.04 in the Collective Agreement between the Dalhousie Board of Governors and the Dalhousie Faculty Association. This principle applies to other speakers and presenters including students.
2. For the reuse or repurposing of a recorded lecture, the instructor and other presenters must provide permission, except where the instructor has given permission in advance to the department or Faculty.
3. It is the instructor's responsibility to ensure that any third-party intellectual property is used in accordance with the terms of the license governing the use of such intellectual property and applicable intellectual property laws. To learn more, please consult the Dalhousie Library's Copyright Office website: <https://libraries.dal.ca/services/copyright-office.html>.
4. Guest instructors (whether external to the University or within the University) must sign a [media release form](#) before they are recorded. The completed forms should be collected by the instructor and sent to their Faculty's senior administrator who will be responsible, each term, for submitting the forms online to the Data Access Committee for retention.

Storage and Distribution

1. Recorded lectures should be recorded and stored using a Dalhousie supported lecture capture system.
2. Recorded lectures should be stored in a password protected environment, accessed through Dalhousie's learning management system, accessible only by those students enrolled in the course and only for the

duration of the course or future courses of the same subject. With the permission of the instructor, recorded lectures may be shared with other sections of the same course.

3. The instructor (or designate), with the consent of other presenters, may share lectures outside the password-protected environment. Before sharing for other purposes, including purposes that could result in a profit for the presenter, all proprietary, confidential and personally identifiable information must be removed from the recorded lecture. To learn more about copyright compliance, please consult Dalhousie's Fair Dealing Guidelines: <https://libraries.dal.ca/services/copyright-office/guidelines/fair-dealing-guidelines.html>.

Student Implications

1. Students must be notified in the course syllabus if lectures will be recorded, including recordings of students for learning or assessment purposes. For more details, please consult Dalhousie's Syllabus Policy: https://cdn.dal.ca/content/dam/dalhousie/pdf/dept/university_secretariat/policy-repository/SyllabusPolicyApproved-2017June27-V2.pdf.
2. Students shall be permitted to request that portions of the recording containing their voice or other identifiable information be edited out of the version loaded to the learning management system. Upon request by the instructor, editing services are provided by Academic Technology Services.
3. Video recording devices should be directed toward the presenter, and not focused on students or other audience members, unless recording the entire learning space is required for the learning environment.
4. The instructor should be mindful of the recording while lecturing and discourage the verbal or visual disclosure of sensitive personal information such as full names, which might be captured unintentionally in the recorded lecture.

Analytics

1. The content of the recorded lectures, including their viewing statistics and ratings, cannot be required to be used as a tool for formal evaluation of the instructor.
2. Data about student use of the recorded lectures collected through the lecture capture system should be accessed and used only by authorized users, in connection with assigned duties and consistent with the course syllabus and other applicable Dalhousie policies. This does not preclude the use of this data by the instructor for research within the Scholarship of Teaching and Learning, with ethics approval as documented in the Policy on the Ethical Conduct of Research Involving Humans: https://www.dal.ca/dept/university_secretariat/policies/human-rights---equity/ethical-conduct-of-research-involving-humans-policy.html?cq_ck=1391184251453.html

Protocol for Student-initiated Recording

1. When a student is permitted to create a lecture recording, then:
 - a. the instructor must notify all other students and guests in the course (preferably well before the recorded course) that the event is being recorded for personal uses only;

- b. the instructor should not disclose for whom the recording is being made in order to protect the privacy of the individual for whom the recording is being made;
 - c. if a student or guest wants to take steps to protect their privacy, and does not want to be recorded, the instructor must provide the individual(s) with an alternate means of participating and asking questions (e.g. by email, during office hours, or passing written notes with questions).
2. All permitted recordings made by students are for personal academic use only. Students may not distribute or display recorded lectures, in full or in part, to anyone inside or outside of the course (including other students) without additional permission from the instructor and any other presenters. Students shall not be permitted to make copies of the stored recorded lectures for any purpose. This includes posting to the internet or any social media or other location or on any device to which electronic/digital access can be obtained by any other person.
3. Depending on the nature of any violation of this Protocol, further action may be taken involving the Dalhousie Code of Student Conduct: https://www.dal.ca/dept/university_secretariat/policies/student-life/code-of-student-conduct.html, the Policy on Academic Honesty https://www.dal.ca/dept/university_secretariat/academic-integrity/academic-policies.html , or any other relevant disciplinary policies.

Please direct any questions to:

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