GUIDELINES FOR RECORDING VIDEO-CONFERENCE SYNCHRONOUS ONLINE CLASSES

Privacy

Students should be able to choose their own level of privacy when listening or participating in an online synchronous class by deciding whether or not to:

- obscure their background
- use voice-only or chat-only
- turn on their webcam (unless there is a need to have it on for assessment purposes)

Students should not be penalized if they choose to not have their image/voice/chat recorded. If participation is required by the instructor, alternative means of participation should be made available.

To protect the privacy of others and the instructor’s copyright, students should not make their own classroom recordings (e.g. including audio/visual/screen shots/chat information) of a synchronous session without an approved accommodation or written permission by an instructor in advance of the class. Classroom recordings of any kind should not be shared or redistributed, to protect student privacy and instructor’s intellectual property.

If students choose to privately chat with others on the session, the instructor should not enable the option to monitor these private chats. Or, the instructor is required to let the students know that they will be monitoring these chats.

An instructor may consider pausing a recording where they are concerned that the recording may inhibit participation.

Instructors should ensure that recorded video-conferenced synchronous sessions and their recordings are configured with the proper privacy and security settings, for example:

- asking students to enter synchronous sessions through Brightspace-Collaborate Ultra or Microsoft Teams, rather than sending them links, so that only registered students can join the sessions

Notification

If an instructor plans to record synchronous sessions, students should be notified:

- before the course begins
- in the course syllabus
- at the start of every recorded synchronous session

Approved by the Senate Learning and Teaching Committee September 8, 2021