

USE OF CAMTASIA AND THE ONLINE VIDEO SERVER

Rules of Acceptable Use

Camtasia Studio, Relay and Fuse are a suite of video recording services provided for the purposes of developing and uploading videos to the University's online video service. By using these services you agree to the following terms:

- These services are provided for University staff to develop resources for the University community and for students to upload videos for academic assessment and are not to be used for private, personal or commercial purposes.
- You will abide by the University's [Information Security Policies](#)
- The copyright of any videos or other any other materials uploaded to these services will be owned in accordance with the University's [Intellectual Property Policy](#).
- You are responsible for ensuring you have appropriate permission to reproduce and publish any work that is not your own. All images and other content you use in the development of your video must comply with the [University's Copyright Guidelines](#).
- You may not copy, adapt, otherwise alter or offer for commercial gain any video or other materials posted to these services without the express written authorisation of the relevant University area or the individual student concerned.
- You must not use any material which will give rise to any third party claims or provide a link to a third party site which may do so.
- You must not upload recordings from TV broadcasts or catch-up services in contravention of the terms of the [University's Educational Recording Agency \(ERA\) recording licence](#).
- Where a video has been developed by either a member of staff or student as part of a research programme, prior ethical approval must have been sought where relevant in accordance with the [University's Code of Practice on Research Integrity](#).
- You must not include images or audio recordings of people without ensuring the necessary permissions have been sought in accordance with the Data Protection Act 1998, the University's Data Protection [Code of Practice](#) and/or the University's policy on [Recording of Learning and Teaching Activities](#). This includes the

recording of persons for the purposes of coursework as instructed by the module or programme leader.

- Students should otherwise assume that some form of recording is taking place at all learning and teaching events. If a student does not wish to be recorded either aurally or visually they should make the lecturer aware of this at the beginning of the event and the lecturer will ensure that all such recording is stopped if that student speaks or their image is captured.
- You must not create, display or publish material in a video that is offensive, defamatory, discriminatory, may bring the University into disrepute, constitutes bullying or harassment, may encourage or constitute illegal activity, would amount to a breach of the University's [Disciplinary Policy and Procedure](#) or [Student Conduct Regulations](#) or is otherwise unlawful or considered to be unacceptable or inappropriate.
- If you misuse these services or breach these Rules of Acceptable Use you may be subject to disciplinary action. You must not place any links in a video where those links take users to unlawful material or material that otherwise contravenes these Rules of Acceptable Use.
- The University reserves the right at its sole discretion to review, edit or remove any material that is deemed to breach these Rules of Acceptable Use.

Please also be aware of the following:

- Camtasia Studio is a video editing application which produces video files on the local computer. You must always keep the original video file. Once you upload the file to the Online Video Server where it will be compressed, and the system will not keep a copy of the original file. The maximum recommended file size for uploading is 500MB.
- Camtasia Relay and Fuse do not store any video files on the recording device. These applications publish videos directly to the online video server and there is no method to download the video file.

Governance Services/Information Services
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