Lecture Capture Policy

"This Policy has been approved for release owing to the current Covid-19 emergency and in order to provide guidance and protection to colleagues who have been asked to deliver their teaching remotely. It will be revisited and formally approved once Academic Board committees return to normal".

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1. Introduction

This document sets out the University's policy on the staff recording of lectures and other classroom based learning activities using the University's Lecture Capture service. Note that there is a separate policy covering student requests to record classroom activities using their own recording devices.

Recording of lectures is increasingly an expectation for many students and is becoming widespread across higher education. The recording of classroom teaching and learning activities such as lectures and seminars have well established benefits, and is recognised as being an inclusive approach to curriculum support;

- students can revisit complex material that is difficult to understand, and at their own pace
- students who do not speak English fluently or have cognitive barriers can revisit and slow down sections
- access for distance learning students helps with a sense of belonging to the learning community
- supports effective note taking and aids the revision process and preparation for exams
- students are able to catch up on lectures missed due to illness and other personal issues.

2. Definition and requirement

The minimum requirement for recording a lecture for the purposes of this policy is an audio recording of the Lecturer's voice.

The screen capture would be more useful for students and it is recommended option where possible. Screen capture is defined as voice over PowerPoint slides, software demonstrations, or other presentation material alongside oral delivery.

3. Strategic Approach

The University strongly encourages the recording of lectures in undergraduate and postgraduate teaching for the benefit of both campus based students and distance learners.

Staff Recording of Lectures Policy

It is acknowledged that not all classroom activities are appropriate for recording due to the format or sensitive information that is being discussed.

Tutorials and other small group learning activities should generally not be recorded unless there is consent from the lecturers and students involved.

Access to recorded lectures is not a substitute for attendance.

Recordings will not be used by the University to replace contact time for campus based students. The service provided is to supplement contact time.

The University will continue to monitor and evaluate the use of lecture capture to ensure that it enhances the student learning experience.

4. Intellectual Property Rights

Copyright in recorded lectures belongs to the University (except where they have been delivered by an external guest Lecturer.)

Individual staff retain performance rights in recorded lectures. This means that a Lecturer can decline to be recorded or can ask for a recorded session to be withdrawn or deleted, at any time.

Recordings will not be initiated without the consent of the Lecturer.

Recorded lectures will not be used for performance management purposes unless staff choose to use materials themselves.

Lecturers must comply at all times with copyright legislation relating to their lectures and educational activities. It is the responsibility of the Lecturer to ensure that intellectual property rights of 3rd parties are not infringed by being included in the lecture materials and that there is no other confidential or defamatory content, whether or not the session is being recorded. The University will support staff in ensuring that recorded lectures do not infringe 3rd party copyright.

It is the responsibility of the Lecturer to advise students that the class is being recorded, and that their voice may be recorded if in proximity to the microphone. It is the responsibility of the Lecturer to advise students of their rights to have their voice excluded from the recording, and to ensure that portable cameras are positioned so that student images are not captured.

Lecturers have the ability to pause and resume recordings so that student contributions can to be made to the lecture without being recorded. The recording can be edited to remove sections before being made available to students

If an external guest Lecturer teaches on a module where lecture capture is being used, it is the responsibility of the Lecturer to check with the external guest Lecturer whether they agree to be recorded. The University may use this recording for any purpose, free of charge and in perpetuity.

Staff Recording of Lectures Policy

The University stipulates that the publication on external websites of unauthorised recordings of lectures, is unacceptable and will lead to disciplinary action.

Students are not permitted to share recordings without the express permission of the Lecturer who made the recording.

If a student or Lecturer becomes aware that any defamatory, inaccurate or infringing material which is included within a recording or any other reason why it would be expedient for the University to recall a recording they must contact the Service Desk, immediately.

5. Technical Support

A comprehensive support service is available to staff using Lecture Capture, with training available from Information Services. The Audio Visual &Learning Spaces (AV&LS) can provide support before the first lecture and thereafter if required.

By default, recordings will be published by the Lecturer within 5 days of their lecture. Where the Lecturer needs recordings to be reviewed and edited this may be done by themselves, and help is available from the Learning Technology Support team within Information Services.

By default, recordings will be stored on the system for 5 years. At the end of this period they will be deleted if no request has been received to retain the recording.

By default, all recordings will be accessible via the University's VLE, Moodle, which is password protected and personalised to the student's enrolments. University staff who have authorised access to the module, such as Programme Leaders or Administrators will also have access to the recordings.

AV&LS will continue to monitor whether the lecture capture system is the most appropriate for the University requirements and if this should change will advise Academic Board accordingly.

AV&LS will provide service users with clear information relating to the periods of maintenance/downtime.

Panopto guidelines for staff can be found on the Learning Technology Hub and for students on AskNapier.