

AU-LTC-18-1604-F

**POLICY FOR STUDENTS AND STAFF ON THE RECORDING OF LECTURES, WEBINARS AND OTHER TEACHING SESSIONS**

**Version Control**

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| **Ref No** | **Version** | **Responsible Officer** | **Approved by** | **Approval Date** | **Effective Date** |
| AU-LTC-18-1604-E | E | Sarah Davies | University Learning and Teaching Committee | October 2019 | November 2019 |
| AU-LTC-18-1604-F | F | Chris Wilson | University Learning and Teaching Committee | July 20222 | September 2022 |

Recognising the diversity of teaching and learning practices at Aston, this policy is designed to frame approaches to the recording of online and on campus teaching activities in support of student learning. Recording is undertaken where beneficial to the student learning experience. Where not judged to be in support of the student learning experience - such as where learning activities are primarily designed to be interactive and conversational - information will be provided in alternative formats.

1. **Introduction**

1.1 This policy addresses the audio and/or video recording (hereon referred to collectively as ‘recording’) of online and on campus lectures and other teaching activities by staff, students, and members of the wider community.

1.2 The policy reflects that the recording of lectures is the normal position at Aston and is undertaken to supplement the student learning experience in accordance with the guidance set out herein.

1.3 The policy is also written acknowledging the routine use of recording in other learning, teaching and assessment activities.

**2**. **Permitted recording by students**

2.1 The recording of any teaching activities is not permitted by students other than in the following circumstances:

2.1.1 where recording is part of designed teaching, learning, and/or assessment activities that contribute to the student achievement of specific learning outcomes: - examples might include the recording of mock clinical sessions or presentations.

2.1.2 in the event that a reasonable adjustment for individual students is required and formalised through dialogue with the University’s Enabling Team.

2.2 Students will in all cases be made aware of the recordings being part of their learning experience, should, be provided with detailed guidance about purpose and expected conduct wherever applied in learning, and afforded direct support in configuring their participation according to need.

**3**. **Lectures and other teaching activities**

3.1 Lectures are often the place in the curriculum where key principles, concepts and information are presented for students, and the recording of lectures (or part thereof) by staff may be useful in the following instances:

3.1.1 to enable complex information to be revisited and reflected upon,

3.1.2 to support students who may require reasonable adjustments, and/or

3.1.3 to improve accessibility and provide students who are unable to be present with the ability access key information.

3.2 Note that recordings may be published as a precursor to learning activities where students are brought together as a means of presenting key information before a class and then using classroom time to apply concepts and ideas through interaction between students and staff.

3.3 The University’s Student Charter sets out a commitment to offer students access to University recordings of lectures where this is appropriate to complement the learning experience.

3.4 The recording of elements of other teaching activities may be undertaken where judged to be beneficial for the student learning experience. Examples may include a demonstration at the start of a practical laboratory session.

**4. Expectations of staff**

4.1. The University expects all staff to record key aspects of lectures.

4.1.1 There may be instances where recording a lecture is inappropriate, for example due to ethical issues, the use of sensitive material, or because interactive elements are embedded within those activities.

4.1.2 The decision not to record lectures should be made by the member of staff in conjunction with the Programme Director(s) and the reasons why communicated clearly to students. Note that regarding Section 2 of this policy, students will, where necessary, be reminded that they are not permitted to record on their own devices.

4.1.3 Whenever recordings of lectures are not published; key information should be made available in alternative formats such as through provision of supplementary notes.

4.2 Where a recording is made, everyone attending or participating in the activity should be made aware that it is being recorded, why it is being recorded, and who will have access to it. Students, in agreeing to the University’s Terms and Conditions of Enrolment, acknowledge that such recordings will take place.

4.3 Once a recording has been made, it will normally be published via Blackboard for module or programme cohorts, or specific students. Exceptions may include recording related to assessment activities.

4.4 Recordings will be managed and stored according to the Blackboard archiving policy.

4.5 Information will be provided for students about configuring captioning for accessibility on their own device for use in the classroom and online. Where auto-captioning is used for published recordings, captions will be edited for accuracy wherever possible. Please refer to the Module Leader Role Descriptor – AU-ELTC-17-1000-D).

4.6 Where recording of identifiable students forms part of validated learning, teaching, and/or assessment activity, students have the right in exceptional circumstances to request that they are excluded, and such requests will not be unreasonably declined. Requests should be made in writing to the relevant member of staff and followed up with the Programme Director as appropriate.

4.7 Reuse of recordings for teaching purposes is permitted but recordings should be refreshed on a regular basis to maintain currency and quality.

**5. Expectations of students**

5.1 Aston offers a mix of online and in person learning activities. When real-time teaching activities are recorded and published, this is normally to supplement and enhance the student learning experience and is not a substitute for participation with in-person learning and teaching activities.

5.2 All recorded material is provided solely for the purposes of personal study and must not be reproduced or distributed to any third party or be made available on any external website or social media channel.

**6.** **Recording of lectures and other teaching activities by students**

6.1 The recording of any teaching activities is not permitted by students other than in accordance with Section 2 of this policy.

6.2 In order to obtain permission to make recordings of lectures or other teaching activities by exception, students will need to put their request in writing (including by email) to the relevant member of staff, prior to the event. The decision on whether to grant permission will be at the discretion of the member of staff subject to consideration of Section 4.2 of this policy, and recordings may not be made by students unless such written consent has been given.

6.3 The permitted recording of lectures or other teaching activities may only be made for the personal and private use of the student as outlined in Section 5.2 of this policy.

6.4 Recordings of specific demonstrations, equipment, and/or products may be permitted where such recordings do not identify other students, do not include any commercially sensitive information, and subject to publication of the appropriate permission from a member of staff.

**7.** **Other recording of students**

7.1 Students may be recorded for other purposes, such as promotional material for Open Days. These activities are normally managed by Marketing in consultation with the University’s Office of the General Counsel.

**8.** **Recording of lectures and other teaching activities by members of the wider community**

8.1 Members of the wider community may not audio or video record lectures or other teaching activities without the consent of a member of staff of the University responsible for the activity.

**9.** **Failure to comply with this policy**

9.1 Where there is evidence of a failure to comply with this policy, students and staff will be subject to the University’s disciplinary regulations.

EducationTeam/CW/June2022/FINAL