

**Title: Recording Lesson Policy****Type:** Policy**Purpose:** Set out the purpose of recording of online and remote lessons and define the associated rights and responsibilities of participants**Scope:** All FE and HE qualifications**Responsibility:** Director of Quality Improvement**Introduction**

Recording of educational activities has become an expectation for many students and is increasingly widespread across further education. This Policy has been written to clarify the colleges procedures around recording online lessons and to ensure that all parties are aware of their rights and responsibilities prior to being involved in online recorded lessons. To better support our educational objectives, there may be situations where tutors will want to record the audio, projected or created content and possibly the video of teaching. To that end we want to make certain that the necessary rights and protections are in place to enable this and that procedures designed to protect the rights of staff and students are followed.

**Definition of Recording Learning**

- For the purposes of this policy, the term 'recorded lesson' **only** refers to the practice of recording a live timetabled session in which there will be some learners physically present in the classroom and that will be available to access remotely through college systems. There is the potential for these learners to be captured through either the video or audio channels of the recording and this policy outlines the procedures designed to protect the rights of these participants within a recorded lesson.

**Guidance**

- Before recording a live lesson, tutors require approval from their Head of School to ensure that the requirements set out in this policy will be met.
- When recording online sessions, teachers must ensure that students are notified in advance and at the point the recording has started.

## **Rights and Responsibilities**

- In line with staff contracts of employment, Solihull College & University Centre will hold the copyright in the recording (including rights in the sound recording).
- By recording their teaching, staff give permission to the College to capture these educational activities and use the recordings and rights in any performance solely for internal educational purposes.
- Unless there is a prior agreement to the contrary any recordings will only be used by the College for educational purposes and not for professional capabilities review purposes.
- Staff must comply at all times with copyright legislation relating to their lectures and educational activities. Staff are encouraged to make use of creative commons content in their lectures wherever practicable.
- Students have the right to ask for a recording to be paused or stopped where personal or sensitive data may be shared.
- Any unauthorised capture or sharing of recorded live sessions (on the part of staff or students) will be subject to college disciplinary processes.
- The facility to record lessons in MS Teams is unavailable to students as they are not permitted to record online class sessions unless there is a learning support need identified through an EHCP.
  - Students who have prior agreement to record a lesson must obtain the prior consent of the lecturer and all other learners present at the beginning of each such seminar, tutorial or event. This is because recording the seminar or tutorial may well also capture identifiable students and/or members of the public and they would each need to give their consent to their being recorded.
- The College reserves the right to enforce student disciplinary regulations where students do not adhere to the conditions outlined in this policy.
- One-to-one meetings with students should be recorded for safeguarding purposes but still require the consent of the learner.

## **Storage and Safe Keeping**

- Recorded sessions will be stored in Microsoft Stream or the OneDrive of the relevant teacher and can be linked to another college system where appropriate (such as Moodle/Teams/Class Notebook) to support students in accessing them.
- Recordings submitted and their accompanying materials must be stored securely and be password protected. These recordings will only be accessible by relevant students or College staff who have authorised access.

- Recordings of sessions will not be shared with external users without the written permission of all participants of the recording.
- For data security purposes recorded lessons must be delivered and recorded on the College approved and supported platforms and recordings must be submitted to Microsoft Stream and cannot be posted to publicly available sites, such as YouTube.
- All aspects of the storage of recorded lessons will comply with the guidance set out in the colleges Data Protection Policy.

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