



FINAL POLICY

Policy Name	Classroom Recording Policy - LMS
Policy Category	Academic
Policy Approved By	Provost and Senior Vice-President of Academic Affairs
Responsible Division Head or VP	Assistant Dean for Online and Digital Learning
Responsible Department	Digital Learning and Innovation
Responsible AVP or Director	Provost and Senior Vice-President of Academic Affairs
Original Policy Date	10/27/2020
Last Known Revision Date	10/27/2020
Current Policy Effective Date	1/4/2021
Recommended Policy Review Date	1/4/2023
Policy Applies To	Faculty
Additional Authority/References	FERPA Guidelines

POLICY PURPOSE

To ensure privacy of students in recording of classes

BACKGROUND

This policy applies to all classroom recordings in a face-to-face, hybrid or online learning environment and is subject to the [Classroom Recording Policy](#), effective 11/2018

POLICY TEXT

If you will be recording your classroom sessions, faculty must make sure that your participants are comfortable with being recorded. At minimum, you will want to notify all participants that they will be recorded before you begin recording. The video-conference system will also indicate to all participants when a session is being recorded by adding a “Recording” tag on the top left-hand corner. If a participant is uncomfortable with being recorded, you may want to allow them to turn their video and/or microphone off and encourage them to participate through other means, perhaps using the chat feature.

Once a recording has been made, faculty must take steps to ensure the participants’ privacy if you will be sharing the recorded material. Any recordings of a class session that includes video or audio of students are protected by FERPA and as such cannot be shared with anyone outside of that course section. To further ensure students’ privacy, avoid recording any classes where you anticipate that sensitive information might be shared.

Online synchronous class sessions can be recorded at the discretion of the professor. The purpose of this is to provide access to material for students enrolled in this class who miss the session for some reason, such as an excused absence or an unanticipated problem with internet connectivity. In addition, these recordings can be a resource for all students who would like to review the material of the session.

If you plan to record class sessions, you may want to add language in your syllabus indicating that you will be recording the class sessions and remind students at the beginning of sessions that they are being recorded. See sample language on the [Sample Syllabus Statements](#) page.

All recordings will be stored within the LMS and will only be available to view by members of this course. The recordings for the course will be deleted at the end of the course.

This policy will be updated by the Digital Learning and Innovation department.

ASSOCIATED PROCEDURES LOCATION

N/A

REVISION LOG

DATE OF REVISION	MAJOR CHANGES <i>(Note: electronic copies of the former versions of the policy must be maintained within the unit, department, or division)</i>
Click or tap to enter a date.	
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IMPLEMENTATION PLAN - For decision-making purposes only. This will not appear in the Final Policy that is posted to the Policy Repository.

The implementation plan consists of training and help documentation provided by the Department of Digital Learning and Innovation.

DECISION – For decision-making purposes only. This will not appear in the Final Policy that is posted to the Policy Repository.

Date of Draft Policy Review	12/17/2020
Name of Reviewing Committee/Individual	

Date Approved	12/17/2020	Comments:
Date Rejected	Click or tap to enter a date.	Comments:
Date Draft Tabled or Further Review Needed (provide comments including plan for re-submission)	Click or tap to enter a date.	Comments: