Student Policy on the Recording of Online Teaching & Learning Activity in 2020-21

1. Introduction

This policy outlines the University’s approach to and expectations regarding the recording of online teaching and learning activity, and the use of any such recordings by students.

Recording of lectures and other teaching and learning activity that is conducted in a solely physical setting is covered in the Policy on the Audio and Visual Recording and Capture of Teaching Sessions by Students.

This policy does not affect the rights of students with disabilities who have permission to record teaching and learning activities as part of their University-agreed support arrangements and reasonable adjustments, in accordance with the process described below. For the purposes of this policy, the term ‘recording’ refers to either (depending on context):

(i) the act of recording any teaching and learning activity using any type of audio or visual recording device (and including any recording functionality available to use as part of any University platforms); and/or

(ii) any pre-recorded teaching materials, and any recordings of live, online teaching activities.

2. Student Use of University Recordings

2.1. Students may only use recordings created by University staff members for personal use in relation to their studies. Any unauthorised publication or distribution, or other inappropriate use of a University recording by students will be considered a breach of this Policy and may lead to disciplinary action being taken by the University under its Student Disciplinary Procedure.

2.2. Unauthorised or inappropriate use of University recordings includes:

- Sharing or otherwise distributing recordings through any means
- Copying recordings
- Editing or manipulating recordings in any way
- Making recordings available online (e.g. uploading a video to YouTube).
- Using recordings to bully or harass anyone, or in any way that is not in accordance with the Regulations for Student Conduct.
2.3. Students should be aware that their viewing of recordings or attendance of live online sessions may be monitored as part of our student engagement activities.

2.4. Students may be able to obtain a transcript of a recording for accessibility purposes and are permitted to edit the transcript for their own use only. Students should not be sharing transcripts of University recordings.

3. Recording of University Online Teaching & Learning Activity by Students

3.1. As staff members will provide either a recording of any essential activity or stream online for the benefit of live participants where appropriate, students are not permitted to record any part of University online teaching and learning activity themselves. This applies regardless of whether the teaching and learning activity is pre-recorded or live, and whether in written, audio, or other visual form, unless the below exception applies.

3.2. Students with accessibility or learning support requirements will need to notify the University’s Disability Advisory Service (DAS) in the first instance. If DAS agree that recording online and teaching activity is a reasonable adjustment and learning support requirement for a particular student, and the University’s own recording won’t meet that requirement (or where there isn’t a recording for whatever reason) the student will need to notify the School (or relevant teaching staff member) in advance of recording any activity. The student may be asked to provide written confirmation from DAS.

3.3. Students who make unauthorised recordings of, or stream any part of, University online teaching and learning activity will be considered to be in breach of this policy, which may lead to disciplinary action being taken by the University under its Student Disciplinary Procedure.

4. Student Creation and Use of Recordings

4.1. Students may need to record or stream their own activity where this forms an essential part of their studies (“Student Recording”).

4.2. If a Student Recording will include any University content, and/or contributions from fellow students, teaching staff, or other third parties:
   (a) students will need the prior consent of all the proposed participants before recording begins;
   (b) those Student Recordings should only be made available to staff and students on the relevant module or programme of study to which the Student Recording relates, and only via University systems (e.g. Blackboard); and
   (c) students must delete those Student Recordings upon ceasing to be a student of the University.

4.3. If a Student Recording won’t include any University content, and/or any third party content and/or contributions, students won’t need third party consent and can make the Student
Recording available on other platforms if they have been instructed to do so by the relevant Director of Teaching & Learning or Module Convenor where it is part of the overall learning outcome (for example, as part of outreach activities).

4.4. When creating content that is required as part of their programme or module, students should be mindful of relevant legal considerations (such as defamation, copyright and data protection), and of the broader need to comply with the Regulations for Student Conduct, before they record and upload, or stream content. All relevant sources should also be appropriately cited. For more advice on copyright and data protection aspects, please refer to the IMPS (Information Management & Policy Services) team.

4.5. If a member of staff or a student considers that any content made available on any recording covered by this policy is unlawful or inappropriate they should submit a complaint to the following email address, together with details of their complaint: noticeandtakedown@reading.ac.uk. The University reserves the right to remove/delete any such content at its sole discretion.

4.6. Any breaches of this policy may lead to disciplinary action being taken by the University under its Student Disciplinary Procedure.

Version control

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