

# Policy on the Audio and Visual Recording and Capture of Teaching Sessions by Students

*Approved by the University Board for Teaching and Learning, 16 June 2011*

## **Introduction**

The University of Reading recognises that students have a number of good reasons for wanting to record lectures and other teaching sessions in order to support their learning. The University is also committed to the protection of intellectual property rights (cf Copyright Policy / Code of Practice on Intellectual Property) and the rights and privacy of individuals (cf Data Protection Policy) which are all affected by audio and visual recording of lectures and other teaching sessions. This policy exists to manage the circumstances whereby the audio and visual recording of teaching sessions may take place and how the recording may subsequently be used, setting out the roles and responsibilities of those involved.

## **Scope**

The term 'recording' refers to any audio or visual recording (including photographs) of a lecture, lecture materials or other teaching session made with any type of audio or visual recorder.

## **Audio Recording of Lectures and other Teaching Sessions**

The University permits students to make an audio recording of a lecture. Permission to make audio recordings of teaching sessions other than lectures may be left to the discretion of the member of staff leading the session.

The University recognises that there may be exceptional circumstances where the recording of a teaching session (or parts of it) may be inappropriate. This may include where issues of client confidentiality arise or where children are involved. Students must be advised prior to the commencement of the session that it must not be recorded in any form. Lecturers should be aware that in most groups of students there will be individuals with disabilities who are entitled to record all teaching. Where possible these students should be given special permission to record the session. Where this is not possible the lecturer should be responsible for ensuring that the student(s) receive detailed handouts of the session made anonymous as appropriate.

## **Visual recording (including photographing) of Lectures, Lecture Materials and other Teaching Sessions**

Except in the case of students with relevant disabilities, permission (either verbal or written) from the member of staff leading the lecture or other teaching session must be requested and granted prior to any visual recording. The member of staff shall maintain the right to decline requests and visual recordings must not be made by students unless consent has been given. Students with relevant disabilities, as specified in their Assessment for Specific Learning Difficulties or equivalent report, have the right to make

a visual recording of lectures or teaching sessions; such students are required to inform the lecturer in advance that they intend to record visually the lecture or teaching session.

In circumstances where third party material is used substantially in lecture and teaching materials, members of staff should specify restrictions on visual recording and are encouraged to communicate any such restrictions at the start of individual lectures or entire modules if the entire module contains significantly valuable and/or rare third party copyright material.

Intellectual property rights in the contents of the lecture or teaching session or the lecture materials captured belong to the University or to a third party. Ownership of these intellectual property rights is not altered should the lecture, session or materials be recorded.

Covert visual recording of lectures or other teaching sessions is not permitted and will be treated as a disciplinary offence.

### **Use of recordings of lectures or other teaching sessions**

All recordings of lectures or other teaching sessions by individual students may only be made for the purpose of their own private study.

Students may not:

1. Record teaching sessions or lectures on behalf of anyone else;
2. Pass such recordings to any other person by any means, including distribution via email (except for the purposes of transcription only);
3. Publish or sell such recordings in any form (this includes, but is not limited to, the internet and hard copy publication).

Students may store recordings of lectures and teaching sessions for the duration of their programme of study, after which they should destroy them.

### **Implementation of this Policy**

Heads of Schools/Departments have responsibility to ensure implementation of this policy within their School. This Policy is supported by the provisions set out in the 'Statement of learner responsibilities' under the 'Regulations for acceptable behaviour'. Where students breach this policy, the University shall regard this as a disciplinary offence and shall be dealt with accordingly.