

Student Policy on the Recording of Online Teaching & Learning Activity in 2021-22

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, visual or electronic transcription recording device (and including any recording/electronic transcription 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 access a live electronic transcript or a transcript of a recording for accessibility purposes; students are permitted to edit the transcript for their own use only. Students should not be sharing transcripts of University activity or arising from University recordings.

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

3.1. Students with accessibility or learning support requirements are permitted to make an audio recording of an online teaching session as a reasonable adjustment, subject to the requirements set out below. No other types of recording by students of online teaching are permitted unless specifically approved by the lecturer and others present, on a case-by-case basis. Permission to record may be refused if – for example - the University will be making a recording available, to comply with licensing, Intellectual Property Rights or other conditions imposed by third party owners of material to be presented in the teaching session, or if the lecture contains material which, were a recording made, would breach a third party's right to privacy, data protection or its confidential information. In such circumstances, students with accessibility or learning support requirements may approach the lecturer to request access to the material concerned in an alternative format as a reasonable adjustment. Such an alternative will be provided in consultation with the student's Independent Learning Plan/DAS, where feasible and deemed to be a reasonable adjustment for disabled students.

- Any recording made in accordance with the above is for the sole use of the student for study purposes. It must not be shared, published, or conveyed to any other person by any means whatsoever, other than for transcription purposes (where applicable).
- The ownership of the information contained within the recording remains at all times with the University and any others connected with the content. It does not pass to the student making the recording.
- Any recording made must be destroyed by the student once its purpose has been met¹. This will always be before the student leaves the University and shall normally be by the end of the academic year in which the recording is made.

3.2. 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

¹ NB: Audio recordings made using the DAS notetaking software will be automatically deleted when the student deletes their notes or when the student's license expires.

- 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, Microsoft Teams, Microsoft Stream, OneDrive); 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

Version	Keeper	To be reviewed	Approved by	Approval date	Effective from
1.0	CQSD	Spring Term 2021	UBTLSE	3 November 2020	With immediate effect

Version	Keeper	To be reviewed	Approved by	Approval date	Effective from
1.1	CQSD	Summer Term 2022	DELT and UBTLSE	6 July 2021	2021-22 Academic Year
