

Student Policy for the Recording of Teaching & Learning Activities

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1. What is this policy about?

- 1.1. This policy accompanies the staff-facing Policy for the Recording Of Teaching and Learning Activities (Learning Capture). It replaces and updates the University's Student Policy on the Recording of Online Teaching & Learning Activity in 2021-22 and the Policy on the Audio and Visual Recording and Capture of Teaching Sessions by Students.
- 1.2. This policy outlines for students the University's approach to, and expectations for:
 - the recording of University teaching and learning activities by staff (Learning Capture)
 - the recording of University teaching and learning activities by students
 - the use of such recordings by students.
- 1.3. All teaching and learning activity conducted by University of Reading staff and students should be considered in scope of this Policy, whether conducted 'in-person' or online. Different formats of teaching activity have different expectations associated with them, as described later in this policy.
- 1.4. Exceptions apply to some parts of the policy for students with reasonable adjustments for a disability. Section 5 contains further information on this.

1.5. This policy will be in effect up to and including its review as detailed in section 9.

2. **Learning Capture - The recording of University teaching and learning activities by staff**

What is Learning Capture?

2.1. At The University of Reading, the term 'Learning Capture' broadly refers to the audio and/or video recording of teaching and learning activities, created by staff for University of Reading Students. This includes, but is not limited to:

- recording of teaching without students present (sometimes referred to as 'personal capture', for example, 'pre-recordings' or 'screencasts'),
- recording of online or face-to-face live teaching, with students contributing to discussions or other activities (sometimes referred to as 'classroom capture').

2.2. Learning capture of 'live, in-person' sessions in lecture theatres and classrooms will normally record the presentation slides and audio only. Learning capture of 'live online' sessions (e.g., via Microsoft Teams or Blackboard Collaborate) will usually include audio and a video recording of the screen seen by the audience.

2.3. The main system that will be in use in the University to support Learning Capture is called YuJa. You can find out more about YuJa [here](#).

2.4. The University's approach to Learning Capture is intended to enhance the student experience by providing a useful, **complementary**, learning resource of recordings of teaching and learning activities.

2.5. The use of Learning Capture aims to provide the following benefits, amongst others – to:

- Support diverse approaches to learning, increasing accessibility
- Provide a revision study aid for consolidation and reflection
- Support innovation and flexibility in the curriculum and our approaches to teaching and learning
- Assist students for whom English is a second or further language

2.6. Learning Capture of live teaching is **not** an alternative to attending live teaching sessions. Students are expected to attend, and engage in, all 'live' teaching and learning activities.

What will be recorded?

- 2.7. Your School or Programme team will inform you about how they intend to use Learning Capture for your specific programme (normally via the Programme Handbook). This may differ from the way Learning Capture is being used on other programmes.
- 2.8. Whilst it is expected that staff will normally record staff-led presentation-style parts of live sessions where possible, this will not always be appropriate. Aspects that affect whether it is appropriate for a session to be recorded include:
- The discipline or subject area
 - The level of study
 - The type of/approach to teaching being used
 - Instances in which sensitive or confidential information is likely to be shared
 - Activities involving significant student participation and discussion (although such activities may be recorded where this is deemed appropriate by the session lead)
- 2.9. Recordings of assessment may be required for internal and external verification purposes (e.g., for external examiners and external awarding or validating organisations, or the Office for Students), but will only be shared with those that strictly require access for the purposes of marking or verification, unless otherwise agreed with the individuals featured in the recording.
- 2.10. All pre-recorded audio/video content, and recordings of live teaching that are likely to be made available for more than 14 days will be accompanied by auto-captions or a transcript. For further information on captioning and provision of transcripts, please refer to the University's [Policy on the Captioning and Transcription of Recorded Sessions](#)

How will I know recording is taking place?

- 2.11. Signage will be placed in teaching spaces in which recording may take place. You may also be notified by other means, such as:
- An announcement at the beginning of the session by your lecturer/session lead that they plan to record,
 - A notification on the Powerpoint slides at the beginning of the session,
 - A note on the weekly learning plan for the module,
 - A notification via Blackboard.

2.12. Use of Learning Capture recordings by students

- 2.13. You may only use Learning Capture recordings for personal use in relation to your studies and must only access and use Learning Capture recordings via University-approved systems (usually YuJa and/or Blackboard).
- 2.14. Recordings of live teaching and learning activities will normally be made available to you within 7 days of the event being recorded. If content will not be available as expected due to exceptional unforeseen circumstances (either leading to a delay in publication or, in very rare situations, not being appropriate for publication at all), this should be communicated to students by the relevant member of staff, for example, by a notification on Blackboard, or a note added to the module's weekly learning plan.
- 2.15. You must only access or use recordings of live teaching activities for modules on which you are registered at the time of the content being captured (NB some recordings may only be made available to specific individuals within the cohort).
- 2.16. You must not copy, share, distribute, repurpose or edit Learning Capture recordings. (NB. The staff member who created the recording and system administrators have the right to edit recordings if necessary. If such editing takes place after publishing and affects content relevant to the learning outcomes of the recording, the staff member should ensure that students are made aware of the change).
- 2.17. You may edit a downloaded copy of the transcript that accompanies a Learning Capture recording, for your personal use only. Transcripts (in their original or edited form) must not be shared or distributed.
- 2.18. Your viewing of recordings and completion of associated learning activities may be monitored as part of the University's student engagement activities. You can find out more about academic engagement in the [University's Policy on and procedures relating to student academic engagement and fitness to study](#).
- 2.19. Use of recordings to bully or harass anyone, or in any way that is not in accordance with the Regulations for Student Conduct, may lead to disciplinary action being taken by the University under its Student Disciplinary Procedure.

For how long are Learning Capture recordings kept?

- 2.20. Learning Capture recordings are subject to a retention schedule. The retention periods for different categories of Learning Capture recordings are listed in the Retention Schedule for Recorded Teaching and Learning Content on the [Information Management and Policy Services](#) website.

- 2.21. The University retains the rights to withdraw a recording at any time due to potential infringement of copyright, data protection, any other potential legal issue, or public exposure of commercially sensitive information.

How is my data protected?

- 2.22. Any Personal Data held in recorded content will be processed in accordance with the General Data Protection Regulation (GDPR) 2016, Data Protection Act 2018 and all applicable data protection laws.
- 2.23. For further information regarding how personal data in recordings made by the University is handled, please see “Learning Capture – Recorded Teaching and Learning Content” on the [Privacy Notices](#) website.

3. The recording of ‘live’ University teaching and learning activities by students (‘personal recordings’)

- 3.1. You should not make personal recordings of sessions that are already being recorded by staff as part of the University’s approach to Learning Capture.
- 3.2. Permission to make audio recordings of teaching sessions that are not being recorded as part of the University’s approach to Learning Capture must be sought at the start of the session and is at the discretion of the member of staff leading the session.
 - In some exceptional circumstances, it may be inappropriate to record a teaching session (or parts of it). This may include where issues of client confidentiality arise or where children are involved. In such situations, students will be advised prior to the commencement of the session that it must not be recorded in any form. You must adhere to this instruction.
- 3.3. Exceptions apply to students with relevant disabilities - see Section 5 for more information for students with a disability.

Visual recording (including videoing and photographing) of teaching and learning activities

- 3.4. Visual recording of lectures or other teaching sessions is not permitted and will be treated as a disciplinary offence.

Use of personal recordings of University teaching and learning activities

- 3.5. The personal recordings described above may only be made for the purpose of your own private study.
- 3.6. When making, storing and using personal recordings, you should be mindful

of your own legal responsibilities (such as defamation, copyright and data protection), as well as the broader need to comply with the Regulations for Student Conduct.

3.7. You may not:

- Record teaching sessions or lectures on behalf of anyone else (NB see Section 5 for more information for individuals assisting a student with a disability);
- Allow access to such recordings by any other unauthorised person by any means, including distribution via email (except for the purposes of transcription only);
- Publish or sell such recordings in any form (this includes, but is not limited to, social media platforms, the internet and hard copy publication).

3.8. You may store recordings of lectures and teaching sessions for the duration of your programme of study, after which you should destroy them.

3.9. Intellectual property rights in the contents of the lecture/ 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.

4. Recordings made by students of their own study-related activities

4.1. You may sometimes be instructed by the University to record or stream your own activity as part of your programme of study (e.g., recording yourself giving a presentation for assessment).

4.2. If such a recording will include any University content and/or contributions from other students, teaching staff or other third parties:

- You must inform any others that will feature in the recording, that recording is taking place;
 - You should only make the recording available to staff and students on the module to which the recording relates, and only store and share it via University systems (YuJa, Blackboard, Canvas, Microsoft Teams, Microsoft OneDrive); and
 - You must delete any personal copies of the recording held outside of the above platforms upon ceasing to be a student of the University.
- When creating and/or submitting content as part of your programme or module, you should be mindful of your own legal responsibilities (such as defamation, copyright and data protection), as well as the broader need to comply with the Regulations for Student Conduct, before you record and upload or stream content. All relevant sources should be appropriately cited. For more advice on copyright and data protection aspects, please refer to the Information Management & Policy Services team ([IMPS](#)).

5. Students with University-agreed Reasonable Adjustments for a disability

- 5.1. Some students with disabilities have advance permission to record teaching and learning activities as part of their University-agreed support arrangements and reasonable adjustments (or Individual Learning Plan (ILP)). Such students (or individuals acting on the student's behalf, as specified in the student's ILP) will not need to obtain permission to make recordings of individual sessions where this is in accordance with their ILP, even when Learning Capture is in use. They must, however, comply with all other aspects of this policy.
- 5.2. These students (or individuals acting on the student's behalf, in line with the student's ILP) are encouraged to notify the session lead at the start of the session when wishing to make a recording.
- 5.3. Students making recordings must only use them for their own private study and must destroy the recordings at the end of their programme of study.
- 5.4. There may occasionally be instances where the session lead decides that recording needs to be paused, or would not be appropriate (i.e., where confidential or sensitive information is being discussed). In such cases, the session lead will be responsible for ensuring that the student(s) receive detailed handouts of the session and/or other supporting materials (made anonymous as appropriate), in accordance with the ILP.
- 5.5. For individualised advice about support for students with a disability, please contact the Disability Advisory Service.

6. Implementation of this Policy

- 6.1. Heads of Schools/Departments have responsibility to ensure implementation of this policy within their School.
- 6.2. This Policy is supported by the provisions set out in the 'Statement of learner responsibilities' under the 'Regulations for acceptable behaviour'.
- 6.3. Any breach of this policy may lead to disciplinary action being taken by the University under its Student Disciplinary Procedure.

7. Raising Concerns

- 7.1. If you become aware that a recording contains false, defamatory or copyright-infringing material, please notify the session lead as soon as possible.
- 7.2. If you have any concerns regarding another student's use of learning capture recordings, or personal recordings, please contact your Academic Tutor, Module Convenor or Programme Director as soon as possible.
- 7.3. Should you have a personal concern regarding the publication of recorded content, you should raise these with the session lead or module convenor in the first instance, normally within two working days of the relevant session.

- When considering a student's request to be removed from a recording made by the University, staff will take into account the reason for the request, the practicalities of removing the student's contribution to the recorded activity, and the impact of such editing on the resulting product.
- If the request is declined, the student will be informed of the reason for this.

7.4. If you believe that any content made available on any recording covered by this policy is unlawful or inappropriate, you should submit a complaint to the following email address, together with details of your complaint: noticeandakedown@reading.ac.uk. The University reserves the right to remove/delete any such content at its sole discretion.

7.5. If you wish to raise concerns relating to published content under data protection laws (including the General Data Protection Regulation), please contact the Data Protection Officer (email imps@reading.ac.uk).

8. Ownership and Review of Policy

8.1. This Policy is effective from the date approved in section 9 below and will be reviewed by the Sub-Committee on the Delivery and Enhancement of Learning and Teaching.

9. Document Control

Version	Section	Keeper	Reviewed	Approving authority	Approval date	Start date	Next review
1.0	CQSD	DELT	3 years	UBTLSE	13/9/22	2022/23	01/09/25

Created in consultation with Legal Services, IMPS, RUSU and the Learning Capture Policy Working Group.

Related Policy: [Policy for the Recording of Teaching and Learning Activities \(Learning Capture\)](#)

10. Contacts for advice

About this Policy: Please contact your Academic Tutor or Director of Teaching and Learning in the first instance.

Advice for Students with a disability: please contact the [Disability Advisory Service](#).

About Data Protection, Records Management and Copyright: Information Management and Policy Services (IMPS) imps@reading.ac.uk 0118 378 5770