University of Reading

Student Policy for the Recording of Teaching & Learning Activities

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1. Purpose and Scope

1.1. This policy accompanies the University Policy for the Recording Of Teaching and Learning Activities (Learning Capture). It sets out the University's approach to, and your responsibilities regarding:

- the recording of teaching and learning activities by staff
- the recording of teaching and learning activities by students
- the use of recordings by students.

1.2. This policy applies to teaching and learning activities conducted by University of Reading staff and students, whether delivered in person or online. Different types of teaching activity may have different approaches to recording and the use of recordings.

2. Learning Capture (recordings made by staff)

What is Learning Capture?

2.1 At the University of Reading, the term *Learning Capture* refers to the audio and/or video recording of teaching and learning activities created by staff for University of Reading students. These recordings are made available to students through the University's Learning Capture system, YuJa. Further information about YuJa is available on Student Essentials.
Learning Capture may include recordings created in advance (for example pre-recorded lectures or screencasts) and recordings of live teaching sessions delivered online or in person.

2.2 Recorded sessions in lecture theatres and classrooms will normally capture the presentation slides and audio only. In some teaching spaces, recordings may also include video from cameras designed to capture the lecturer and board work. The recording of 'live online' sessions (i.e. those delivered through online platforms, such as Microsoft Teams) will usually include audio and a video recording of the screen seen by the participants.

Your questions, comments or participation in a session may occasionally be captured in a recording.

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

2.4 Recordings aim to provide a range of benefits for students, including:

- Supporting diverse approaches to learning and improving accessibility
- Providing a revision and study aid to support consolidation and reflection
- Supporting flexibility in teaching and learning
- Assisting students for whom English is an additional language

2.5 Recordings of live teaching are intended to support your learning but are not an alternative to attending scheduled teaching sessions. You are expected to attend, and engage with, all live teaching and learning activities.

However, it is recognised that there may be legitimate reasons why you are unable to attend a session. In such cases, recordings may provide an alternative way to support your learning.

What will be recorded?

2.6 Your School or Programme team will inform you about how they intend to use recordings for your specific programme. This may differ from the way recordings are used on other programmes.

2.7 You should normally expect that staff-led, presentation-style parts of teaching sessions will be recorded where possible. This helps ensure that core module content is available as a recording. However, there may be situations where it is legitimate and appropriate for parts of a session not to be recorded. This may include, but is not limited to, situations where:

- sensitive, personal, or confidential information is being shared;
- the nature of the activity means that a recording would not be useful;
- the session involves significant student participation or discussion.

In some cases, staff may choose to record discussion-based or student-led activities where this is considered appropriate.

2.8 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.

Captions and transcripts

2.9 All recordings of teaching, that are likely to be made available for more than 14 days will be accompanied by auto-captions or a transcript. Further information is available in Section 9 of the *Policy on Audio/Video Recording of Educational Activities (Learning Capture)*

2.10 Captions are automatically generated on recorded teaching sessions to support accessibility. As with any automated speech-recognition system, captions may contain errors and may not be fully accurate. Automated captions may be less accurate in subjects that use specialised or technical terminology.

2.11 Captions should be used to support your learning but should not be relied upon as the sole source of information. You should refer to other learning materials provided for the module, such as lecture slides, notes and reading lists, and contact your lecturer if you are unsure about any

content.

2.12 If you believe a caption contains an error that significantly affects the meaning of the content and this is not clarified in other course materials, please contact your lecturer.

How will I know recording is taking place?

2.13 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 in your module information;
- A notification via Blackboard.

Your use of recordings

2.14 You may only use recordings of teaching and learning activities for personal use in relation to your studies and must only access and use these recordings via University-approved systems (usually YuJa and/or Blackboard).

2.15 Recordings of live teaching and learning activities will normally be made available to you within seven days of the event being recorded. If content will not be available as expected due to exceptional unforeseen circumstances, this should be communicated to you.

2.16 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).

2.17 You must not copy, share, distribute, repurpose or edit recordings.

2.18 You may edit a downloaded copy of the transcript that accompanies a recording, for your personal use only. Transcripts (in their original or edited form) must not be shared or distributed.

2.19 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.

2.20 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.

3 Recordings made by you

3.1 You should not make your own recordings of sessions that are already being recorded by staff as part of the University's approach to Learning Capture.

3.2 Permission must be sought from the academic/session lead to make audio recordings of teaching sessions that are not being recorded as part of the University's approach to Learning Capture. Permission to record 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, you 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 If you have an Individual Learning Plan (ILP), different arrangements apply. See Section 5 for further information.

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

3.4 You must not make visual recordings (for example, filming or screen recording) of lectures, other teaching sessions or assessments (unless explicitly instructed to do so, see 4.1). Doing so may be treated as a disciplinary matter.

Use of recordings made by you of University teaching and learning activities

3.5 The recordings described above may only be made for the purpose of your own private study.

3.6 When making, storing and using these recordings, you should be mindful of your own legal responsibilities (such as defamation (an untrue statement that has caused or is likely to cause serious harm to the reputation of another), copyright (use for your own personal study is permissible but sharing or publishing them without permission can infringe copyright) and data protection (recordings may contain the personal data of others and should only be used for your own personal study and should be destroyed further to 3.8), 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 delete 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. Should you make your own personal recordings, the intellectual property rights in the contents of the lecture/teaching sessions or lecture materials captured in the personal recording remain the property of the University (or third party).

4 Recording your 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 making 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).
- 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 (an untrue statement that has caused or is likely to cause serious harm to the reputation of another), copyright (use for your own personal study is permissible but sharing or publishing them without permission can infringe copyright) and data protection (recordings may contain the personal data of others and should only be used for your own personal study and should be destroyed further to 3.8), as well as the broader need to comply with the Regulations for Student Conduct. 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 Recording teaching sessions if you have an ILP or would like to request permission to record

This section explains the recording arrangements if you have an Individual Learning Plan (ILP), or if you would like to request permission to record a teaching

session.

5.1 If you have an ILP, you may record teaching sessions without needing to seek permission from the member of staff leading the session. This applies to all students with an ILP, whether or not recording is specifically referred to in the plan. **There may, however, be occasions where recording needs to be paused or is not appropriate. These are explained in section 5.4.** You must still comply with all other aspects of this policy.

5.2 If you feel that recording would support your learning but you do not have an agreed support plan, you should discuss this with the member of staff leading the session. Staff may allow recording at their discretion where appropriate.

An optional template message is available to use when contacting teaching staff to request permission to record a session. Guidance and the template message can be accessed here: https://sites.reading.ac.uk/tel-support-students/asking-permission-to-record-a-teaching-session/

If you require recording on an ongoing basis, you are encouraged to contact the Disability Advisory Service to discuss formal support arrangements.

5.3 If you make recordings under these arrangements, you must only use them for your own private study. You must not share, distribute, or publish these recordings in any form and must delete the recordings at the end of your programme of study.

5.4 There may occasionally be situations where it would not be appropriate for you to record, or you need to pause your recording. These may include, for example, where sensitive or confidential information is being discussed or where the nature of the activity means that recording would not be appropriate. In these situations, the session lead will provide notes, handouts from the session, and/or other supporting materials as appropriate and in accordance with your ILP without disclosing sensitive or confidential information. If you need individual advice about disability support or reasonable adjustments, please contact the Disability Advisory Service.

6 Raising Concerns

6.1 If you become aware that a recording contains false, defamatory or copyright-infringing material, please notify the session lead as soon as possible.

6.2 If you have any concerns regarding another student's use of recordings, or personal recordings, please contact your Academic Tutor, Module Convenor or Programme Director as soon as possible.

6.3 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 request to remove a student's contribution from a recording, staff will take into account the reason for the request, whether it is practical to edit the recording, and the impact of any editing on the

recording as a whole. If the request is declined, the student will be informed of the reason for this.

6.4 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: noticeandtakedown@reading.ac.uk. The University reserves the right to remove/delete any such content at its sole discretion.

6.5 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).

7 Additional Information

The following information explains how recordings are managed and how your data is protected.

Editing of recordings

7.1 In some circumstances, recordings may be edited after they have been published. This may be carried out by the member of staff who created the recording or by authorised system administrators. If a recording is edited after publication and the changes affect content relevant to the learning outcomes of the session, you will normally be informed by the relevant member of staff.

How long recordings are kept

7.2 Learning Capture recordings are subject to the University's retention schedule. Retention periods for different categories of recordings are listed in the Retention Schedule for Recorded Teaching and Learning Content, available on the Information Management and Policy Services website.

7.3 The University may remove or withdraw recordings where necessary. This may occur, for example, if there are concerns relating to copyright, data protection, other legal issues, or the public disclosure of commercially sensitive information.

How your data is protected

7.4 Any Personal Data held in recorded content will be processed in accordance with

- the General Data Protection Regulation (GDPR) 2016;
- Data Protection Act 2018;
- all other applicable data protection laws.

7.5 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.

Implementation of this Policy

7.6 This Policy is supported by the provisions set out in the 'Statement of learner responsibilities' under the 'Regulations for acceptable behaviour'.

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

8. Ownership and Review of Policy

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
2.0	CQSD	DELT	3 years	UBTLSE		2026/27	01/06/29

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