



SENATE POLICY

Policy on Recording Lectures

(Senate-approved: 14 February 2020)

Purpose

This Policy sets out the rules and regulations surrounding the recording of lectures.

Application/Scope of Policy

This policy applies to all documents, materials, and other in-class activities presented, used and/or distributed in the (physical or virtual) classroom context by the instructor, guest lecturers, or students.

This policy applies to all members of the university community.

Exceptions to Policy

Students registered with Student Accessibility Services for whom recording lectures is an approved academic accommodation must be permitted to record, with the exception of discussions that would divulge personal information in the context of required course work which may not be recorded in any format. Any dissemination of the recording in any form (including transcription) is prohibited without the explicit written consent of the instructor. (see below) Where there is an approved accommodation to record lectures, notice should be provided to the class that the lectures may be recorded.

Definitions

In this policy,

“Recording” means the audio and/or video or photographic capture of classroom activities (e.g., lecture, discussion, learning activities) by any electronic or digital means, either original or copied/shared.

“Lectures” means any classroom activity including lectures, tutorials, labs, classroom discussions, presentations or performances, or other activities whether taking place in a physical or virtual classroom setting conducted by the course instructor, but does not include presentations or performances by classmates or guest lecturers.

“Presenter” means a student or classmate, or a guest lecturer.

Introduction/Background

Taking notes of classroom lectures and discussions can be an aid to comprehension and retention of the material. As such, this forms part of the recognized and accepted practice of students. The University also recognizes that there are valid personal and academic reasons for allowing and using lecture recordings as study tools. The University has adopted the following policy in order to prioritize learning and to control and regulate the recording of lectures noting that:

1. Lectures are considered the intellectual property of the instructor, and copyright guidelines and regulations apply to the recording of lectures. Likewise, lectures or presentations by guest lecturers and students are the intellectual property of the guest lecturer or student, as the case may be. The Federal Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, including lectures by instructors, guest lecturers, and student presentations.

2. Recording lectures also requires the observation of privacy considerations for students in the class whose presence or statements might also be recorded. Some students have very serious and genuine reasons for not wanting their presence in a particular class or at a particular institution to be public information and may be endangered by insufficient privacy protection.

Policy Statement

Lectures may be recorded, unless the instructor has stated in the course syllabus (hard copy or electronic) that the recording of lectures is not permitted. The recording of guest lecturer or classmate presentations or performances is not permitted without the written consent of the presenters. Students registered with Student Accessibility Services for whom recording lectures is an approved academic accommodation must be permitted to record, with the exception of discussions that would divulge personal information in the context of required course work which may not be recorded in any format. Notice should be provided by the instructor to the class when lectures may be recorded. The instructor shall not share any personal identifying information about the person(s) recording the lectures.

Limits may be placed by the instructor specifying what can be recorded and in what format (e.g., audio-recording, video-recording, photo, etc.). Further, the instructor may declare, in writing, prior to a particular lecture or class session that recording is prohibited.

Any recording of lectures or guest lecturer/classmate presentations by students can be used only for the purposes of private study by the individual student. The recording (including any transcriptions or any translation to any other form) cannot be shared, distributed, emailed, posted online or otherwise disseminated or communicated in any form or to any other person (including fellow classmates) unless written consent has first been obtained from the instructor or presenter.

Students who record a lecture after the instructor has prohibited such recordings, or who record a guest lecturer or classmate presentation or performance without the written consent of the presenter, or who disseminate a recording without the explicit written permission from the instructor or presenter will be subject to the University's misconduct policies, at minimum.

Where the recording captures the image of classroom activities (e.g., video-recording or other image-capture technology), such recording must only capture the instructor or the presenter within the classroom setting.

Cross References:

Student Code of Conduct

Senate Bylaw 31: Academic Integrity

Procedures for Addressing Student Non-Academic Misconduct

Copyright Act

Freedom of Information and Protection of Privacy Act

Academic Accommodation for Students with Disabilities