



Galway-Mayo Institute of Technology (GMIT)

Recording of Lectures Policy

Version 1.0

Document Location

Registrar's Office

Revision History

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Version Number/ Revision Number	Revision Date	Summary of Changes	Changes marked
1.0			

Consultation History

Version Number/ Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes
1.0		TUI, Students' Union, Management Group, Executive Board, DPO, TLO	

Approval

This document requires the following approvals:

Name	Title	Date
Academic Council		30 th October 2020
Governing Body		26 th November 2020

1.0 INTRODUCTION

Galway-Mayo Institute of Technology (GMIT) recognises that there are many reasons why students may wish to record lectures and other classes to assist with their learning. This policy describes Galway-Mayo Institute of Technology's policy in relation to recording classes and making those recordings available for students. It also outlines staff and student responsibilities to ensure that the Institute is meeting its obligations under equality, copyright, and data protection legislation.

GMIT already has a policy for recording of lectures for students who are registered with the Access and Disability Service. However, increasingly students see the benefits of lecture recordings as revision aids, and technology allows lecturers to capture lectures to assist their students' learning. Playback of lecture recordings by students allows them to determine their own pace of learning as well as the location and timing of same. The aim is to complement traditional and/or synchronous classes by providing students with further opportunities to engage with the class material. Students taking part-time continuing professional development programmes often expect that recordings will be available to them as part of the flexible delivery of their programme of study.

It is recognised, that there are instances when it may not be appropriate to record lectures or other formal teaching sessions. For example, this may be the case with discursive classes where recording might hinder participation and ultimately learning. In these scenarios it may be appropriate to record part of the class, to prerecord the lecture element, or to consider provision of other resources to minimise student disadvantage by unavoidable non-attendance.

2.0 PURPOSE

The purpose of this document is to set out GMIT's policy for the Recording of lectures (online or face-to-face) or other formal teaching sessions by academic staff and students. This policy subsumes the approved 'Policy for Recording of Lectures' for students registered with the Access and Disability Service.

3.0 SCOPE

This policy applies to all teaching and learning modes, for all staff and students at GMIT.

Recordings may consist of capturing what is being displayed from the computer screen and a video input from a web camera (which can record video and audio of the lecturer). It may also include audio and/or video. Recordings may also be used to capture practical, laboratory or workshop activities.

4.0 RESPONSIBILITY

It is the responsibility of staff and students to comply with this policy.

5.0 POLICY STATEMENT

5.1 Guiding principles

- 5.1.1 The decision to record lectures/classes is made by the relevant lecturer at their own discretion.
- 5.1.2 Lecture recording is intended to supplement, rather than replace, student attendance at lectures or other classes.

- 5.1.3 The copyright and intellectual property rights of teaching materials is not altered should lectures/classes be recorded.
- 5.1.4 The dissemination of recorded lectures/classes is the responsibility of the lecturer.
- 5.1.5 Lecturers must cite copyright material appropriately. This is the case whether or not the lecture is recorded. Recording of lectures/classes or segments of lectures/classes is not permitted where copyright is held by a third party.
- 5.1.6 A lecturer will inform students at the start of a module and/or lecture if lectures/classes are being recorded and to whom the recordings will be made available.
- 5.1.7 Recordings shall be made available by the lecturer through the Institute's designated streaming service.
- 5.1.8 To facilitate learning, recordings will be retained and made available for a period of time as determined by the lecturer, generally until the end of the associated semester (or the end of the repeat examination period).
- 5.1.9 Recordings shall not be used for staff performance management purposes.
- 5.1.10 Recording shall be compliant with the General Data Protection Regulation (EU) 2016/679.

5.2 Reasonable Accommodations

- 5.2.1 GMIT is committed to ensuring students with disabilities and specific learning difficulties are provided with reasonable accommodations for classes, examinations and assessments that enable them to participate and to demonstrate their knowledge and competency on an equal footing with their peers.
- 5.2.2 GMIT recognises that students with specific learning difficulties and disabilities may at times require an audio recording of lectures as a reasonable accommodation.
- 5.2.3 Approval for this reasonable accommodation is made at the time of the student's formal needs assessment and with the approval of the Access and Disability Officer and the consent of the individual lecturers. Where this reasonable accommodation is granted, lecturers will be notified via the student's Learning Statement.
- 5.2.4 It is at the discretion of the lecturer to refuse this consent or to request at times that recording devices be turned off. In the event that a lecturer refuses consent, the Access and Disability Service should be notified that consent has not been granted and alternative reasonable accommodations should be provided to the student. An alternative reasonable accommodation could be that the lecturer uses a recording device, provided by the Access and Disability Service, and controls the recording or that the Institute provides the students with the means to obtain notes to supplement the lecture.
- 5.2.5 In order to be approved to record the lecture, the terms of the accommodation must be explained to the student and they must complete and sign the Recording of Lectures Permission Form.

5.3 Permission to record a lecture or other formal teaching session by students

- 5.3.1 Students may request to record any lecture or other formal teaching session. All requests must be made in writing (including by e-mail) prior to the lecture to the lecturer/module lead.
- 5.3.2 The decision on whether to grant permission is at the discretion of the lecturer. Students cannot record any lecture/class without written confirmation of permission by the lecturer.
- 5.3.3 Covert audio and/or visual recording of lectures/classes is strictly prohibited.

5.4 Lecturer recordings

- 5.4.1 At the start of a module, lecturers will inform learners that lectures may be recorded and what this entails.
- 5.4.2 For each lecture, lecturers will inform learners when recording starts and ends.
- 5.4.3 Learners should be advised that any class participation will be recorded unless the recording has been stopped at that point. When recording, lecturers should not call on individual students by name to answer/contribute but rather let students volunteer to contribute (by voluntary contributing, a learner is re-affirming consent to be recorded).
- 5.4.4 Recordings of learner presentations may be shared only with the consent of the relevant learner. Lecturers may retain learner presentations for the purposes of examination processes.

5.5 Use of recordings

- 5.5.1 Recordings of lectures or other formal teaching sessions may only be made for the personal and private use of the student.
- 5.5.2 Students may not:
 - i. copy recorded lectures/classes;
 - ii. distribute/forward the recorded lectures/classes to any third party;
 - iii. post/display the recorded lectures/classes (or subset thereof) on any public forum including the internet and all electronic/social media fora.
- 5.5.3 Students should adhere to the principles contained in GMIT's Digital Learning Charter in relation to online communication, and particularly to the netiquette guidelines it contains relating to engagement during online classes.

5.6 Implementation

- 5.6.1 Where a student breaches this policy, the Institute will regard this as a disciplinary offence. All such breaches will be dealt with in accordance with the Student Code of Conduct and disciplinary procedures.

- 5.6.2 Students will be informed of this policy through the Code of Student Conduct and should be informed at School/Department and Programme level through induction and programme handbooks.

5.7 Lecture Recording and COVID-19

- 5.7.1 In the context of the COVID-19 pandemic and the adoption of a learner-centred approach to blended learning, it is important to students that there is flexible access to all learning resources. In particular, it is important to students that there is flexible access to lecture/class recordings. GMIT is committed to enabling flexible access for students to lecture recordings and other learning resources. Lecturers are encouraged to record lectures (particularly online lectures) and make them available to learners who may be unable to attend synchronous lectures due to COVID-19, technology issues or other factors.
- 5.7.2 In instances where recording synchronous lectures would inhibit learning (e.g. discursive classes) lecturers should make appropriate resources available to students to minimise disadvantage caused by inability to attend such lectures.

6.0 ASSOCIATED DOCUMENTS

Recording of Lectures Permission Form (Access & Disability Office)