

# Principles for recording classroom activities (“class recordings”)

## Preamble

For the purposes of this document, class recording is defined as the recording of lectures (‘lecture capture’) and / or other live classroom activities. Class recordings may include audio or video of instructors and/or students, as well as digital materials projected on a screen such as PowerPoint slides. They may involve contributions from third parties beyond the teaching team (e.g. guest lecturers and / or students).

Class recording may be accomplished using a variety of different equipment. UBC has significant in-room recording and streaming capabilities in [teaching spaces](#), as well as provisioned mobile recording kits for other locations. Class recording is also possible directly by instructors using their own equipment (e.g. [using Zoom to record slides and audio during a class meeting](#)).

Class recording can be a valuable component of the design and delivery of a course: it provides flexibility for students, together with the opportunity to review materials after the class or for revision purposes; it can also provide greater accessibility of learning materials in a course (e.g. through automated closed captioning, which is possible in Zoom, Kaltura, and Panopto).

Some programs / units have implemented requirements around class recordings. In other cases, whether and how a class is recorded is a matter of instructor choice. Notwithstanding the flexibility and benefits for students, instructors may have valid reasons for not wanting to record lectures or other classes, including (but not limited to) the nature of the material and discussion topics (and how recording may constrain these), or workload considerations.

The following principles are proposed to inform and guide class recordings. This document focusses mainly on class recordings by instructors; for recordings by students, refer to paragraphs 14 and 15.

## Intellectual property, privacy and consent

1. Recordings made of lectures and other classroom activities are considered to be the intellectual property (‘IP’) of the instructor who makes those recordings. However, it is important to keep in mind that the recordings may contain third party copyrighted material. For example, presentation slides may contain images that are copyrighted by third parties. Also, if the recording includes presentations made by students and/or guest lecturers, they own the copyright in these presentations. Before recording this copyrighted material, the instructor must ensure they have permission to do so.

2. Permission to include excerpts of copyrighted material (e.g. slides containing copyrighted images) is generally granted by the “fair dealing” exception in the Copyright Act. See the [UBC Copyright Website](#) for more information.
3. Individuals appearing in class recordings also have a right to privacy under the *Freedom of Information and Protection of Privacy Act*. Permission to disclose personal information is generally granted through a combination of notification and consent (see paragraphs 5-9 below).
4. Reuse or revision of recordings requires permission from the IP owner, unless:
  - a. the recording is licensed with an open license that permits reuse (e.g. Creative Commons), or
  - b. there is other permission to reuse indicated in the recording, or
  - c. the reuse falls under the provisions of [UBC Teaching Materials Policy \(LR12\)](#)

#### Notification/consent of third parties

5. Third parties in class sessions include guest lecturers, students or other observers. The requirements for notification and consent are summarized in the following table.

	Receive notification of recording?	Sign consent for use of image form?
<b>Individuals who can choose whether to appear in a class recording ('passive participants')</b>	Required	Not required
<b>Individuals who are obliged to appear in recording ('active participants')</b>	Required	Required (except for recordings that are only posted in that year's Canvas course shell)

6. Guest lecturers must be notified that the class will be recorded and must sign a [consent for use of image form](#) to provide a license for the recording of their presentation, and to address privacy concerns. Here is an [example](#) of a form for use by a visiting speaker.
7. Students must be notified that the class will be recorded. Ideally, such notification will be in writing (for example, in the course syllabus) but it is acceptable to provide oral notification before the recording starts.

8. Students who are not required to appear in the recording should be given the option to sit where their image will not be recorded (in the case of recording of in person session) or turn off their cameras (online session). If they choose to sit in a location of the room that is recorded, or leave their cameras on, they are deemed to consent to recording of their image.
9. Students who are obliged to appear in the recording (e.g. to make a presentation) are not required to sign a consent form if the recording is only made available through Canvas to other students enrolled in the same course instance. However, if the instructor wishes to make a recording more widely available (e.g. by posting it openly on YouTube or making it available to another class, or a subsequent year of the same class), and student images are recorded, then the students should be asked to sign a [consent for use of image form](#) that specifies how the recording will be used and disclosed. If they do not wish to sign this form, their images must be removed or obscured before the recording is posted.

#### Storage and distribution of class recordings

10. Recordings must be stored in a secure location, either on a UBC-maintained server or in a secure (Canadian) cloud service that has received approval under a UBC Privacy Impact Assessment (PIA). It is acceptable to store recordings on UBC's instances of Zoom, Kaltura, or Panopto, which have received PIA approval.
11. Instructors must notify students in advance about which meetings they will record and how they plan to distribute the recordings. The normal approach is distribution via Canvas, such that only students enrolled in the course during the same term as the course recording can access; please see [instructions for setting up and recording a Zoom section through Canvas](#), and [instructions on recording and/or uploading through Kaltura](#) for sharing in Canvas. This is the recommended option as it is the least privacy-intrusive.

#### Analytics and data from class recordings

12. Analytics on recording views or other such metrics cannot be used to evaluate the instructor's teaching. The instructor may choose to use this information as evidence of impact in a teaching dossier but is not be required to do so.
13. Data about student use of class recordings is considered Learning Data and can be used / accessed in accordance with [principles and procedures established by the Learning Data Committee](#).

## Class recording by students

14. Students who wish to record a lecture themselves must seek permission to do so, either from the instructor or through the academic accommodation process. If a student is permitted to create a personal recording of a class, the instructor should notify other students in the class that a recording of the class is being made together with what will be recorded, without revealing the individual making the recording. Such recordings are made for personal academic use, and are not for distribution (within or beyond the course) or copying without explicit permission of the instructor (and/or others who own the copyright in the recording).
15. Similarly, recordings made available through Canvas (or other system where there is a defined cohort of students with permissions to view the material) should not be distributed beyond the course or reposted elsewhere, without the explicit permission of the instructor (and/or others who own the copyright in the recording).

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