

# Class Recording Protocol

Class recording can be a valuable teaching and learning tool. Instructors may choose to record class activities. Students who have received prior written permission from the instructor or with an approved Accommodation Plan in place can also make a recording for personal use.

Whether it is instructor or student initiated class recording, it is important to protect intellectual property and maintain the privacy rights of individuals. The following Protocol governs the use of class recordings by instructors and students. The creation of class recordings by instructors is supported by Instructional Technologists in Academic Technology Services (ATS), a unit within the Dalhousie Libraries. Supporting guidelines have been developed by the Centre for Learning & Teaching and ATS.

## Definitions

- Class recordings refers to the recording of in person or online, live class lectures and activities.
  - Class recordings may include a combination of any or all of these: 1) audio of instructor or students, 2) data projected on the screen, and/or 3) video of the instructor or students.

## Protocol for Instructor-Initiated Recording

### Intellectual Property and Permissions

1. The class recording is treated as the intellectual property of the instructor as outlined in Article 23.04 in the Collective Agreement between the Dalhousie Board of Governors and the Dalhousie Faculty Association. This principle applies to other speakers and presenters including students.
2. For the reuse or repurposing of a class recording, the instructor and other presenters must provide written permission, except where the instructor has given contractual permission in advance to the department or Faculty.
3. It is the instructor's responsibility to ensure that any third-party intellectual property is used in accordance with the terms of the license governing the use of such intellectual property and applicable intellectual property laws. To learn more, please consult the Dalhousie Library's Copyright Office website: <https://libraries.dal.ca/services/copyright-office.html>.
4. Consent to be recorded must be obtained from all guest lecturers; confirming their consent via e-mail is adequate.

### Storage and Distribution

1. Class recordings should be recorded and stored using a Dalhousie supported tools (including Panopto recordings, MS Teams recordings, and Brightspace).
2. Class recordings must be stored in a password protected environment, accessed through Dalhousie's tools or systems, accessible only by those students enrolled in the course and only for the duration of the course or future courses of the same subject. With the written permission of the instructor, class recordings may be

shared with other sections of the same course and with instructors teaching in subsequent years. If class recordings include student names, images, or voice, students will need to be notified in the syllabus at the beginning of class if the recordings will be used in other sections or in subsequent years.

3. The instructor (or designate), with the written consent of other presenters, may share class recordings outside the password-protected environment. Before sharing for other purposes, including purposes that could result in a profit for the presenter, all proprietary, confidential and personally identifiable information must be removed from the class recording. To learn more about copyright compliance, please consult Dalhousie's Fair Dealing Guidelines:  
<https://libraries.dal.ca/services/copyright-office/guidelines/fair-dealing-guidelines.html>.

### Student Implications

1. Students must be notified in the course syllabus if lectures and other course activities will be recorded, including recordings of students for learning or assessment purposes. For more details, please consult Dalhousie's Syllabus Policy:  
[https://www.dal.ca/dept/university\\_secretariat/policies/academic/syllabus-policy.html](https://www.dal.ca/dept/university_secretariat/policies/academic/syllabus-policy.html).
2. Students shall be permitted to request that portions of the recording containing their voice or other identifiable information be edited out of the version loaded to the learning management system or other Dalhousie tools. Upon request by the instructor, editing services are provided by ATS.
3. Video recording devices in physical classrooms and other learning environments must be directed toward the presenter, and not focused on students or other audience members, unless recording the entire learning space is required for the learning environment. In an online environment, participants have the option to turn off their camera and/or audio.
4. The instructor should be mindful of the recording while lecturing and discourage the verbal or visual disclosure of sensitive personal information such as full names, which might be captured unintentionally in the class recording. In an online recording full names of individuals are automatically displayed. If being shared for other purposes outside of the class for which it was recorded names can be blurred.

### Analytics

1. The content of the class recordings, including their viewing statistics and ratings, cannot be required to be used as a tool for formal evaluation of the instructor.
2. Data about student use of the class recordings collected through Dalhousie supported tools should be accessed and used only by authorized users, in connection with assigned duties and consistent with the course syllabus and other applicable Dalhousie policies. This does not preclude the use of this data by the instructor for research within the Scholarship of Teaching and Learning, with ethics approval as documented in the Policy on the Ethical Conduct of Research Involving Humans:  
[https://www.dal.ca/dept/university\\_secretariat/policies/human-rights---equity/ethical-conduct-of-research-involving-humans-policy.html?cq\\_ck=1391184251453.html](https://www.dal.ca/dept/university_secretariat/policies/human-rights---equity/ethical-conduct-of-research-involving-humans-policy.html?cq_ck=1391184251453.html)

## Protocol for Student-initiated Class Recording

1. When a student has permission to create a class recording, or the instructor is creating the recording on a student's behalf, then:
  - a. the instructor must notify all other students and guests in the course (preferably well before the recorded course) that the event is being recorded for personal academic uses only;
  - b. the instructor should not disclose for whom the recording is being made in order to protect the privacy of the individual for whom the recording is being made;
  - c. if a student or guest wants to take steps to protect their privacy, and does not want to be recorded, the instructor must provide the individual(s) with an alternate means of participating and asking questions (e.g. by email, during office hours, or passing written notes with questions).
2. All permitted class recordings made by students are for personal academic use only. Students may not distribute or display class recordings, in full or in part, to anyone inside or outside of the course (including other students) without additional written permission from the instructor and any other presenters. Students shall not be permitted to make copies of the stored class recordings for any purpose. This includes posting to the internet or any social media or other location or on any device to which electronic/digital access can be obtained by any other person.
3. Depending on the nature of any violation of this Protocol, further action may be taken involving the Dalhousie Code of Student Conduct: [https://www.dal.ca/dept/university\\_secretariat/policies/student-life/code-of-student-conduct.html](https://www.dal.ca/dept/university_secretariat/policies/student-life/code-of-student-conduct.html), the Policy on Academic Honesty [https://www.dal.ca/dept/university\\_secretariat/academic-integrity/academic-policies.html](https://www.dal.ca/dept/university_secretariat/academic-integrity/academic-policies.html), or any other relevant disciplinary policies.

Please direct any questions to:

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