



Title: Recording of Teaching Sessions by Students
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## 2AB: Recording of Teaching Sessions by Students

### Introduction

1. The University expects staff to make full use of the available lecture capture facilities which enable staff to maintain control of recordings made available to students. Solent Learning and Teaching Institute can support staff to achieve this.
2. The University recognises that there are occasions when students may wish to record teaching sessions to support their learning.
3. The copyright of teaching sessions, and associated materials, presented by University Staff working within the terms of their employment normally belongs to the University. This policy seeks to protect the intellectual and privacy rights of both staff and students and take account of the relevant legislation concerning equality, data protection and copyright issues.

### Definition

4. For the purposes of this policy, the term 'recording' refers to the recording of a teaching session using any type of audio or visual recording device.

### General Principles

5. A student who wishes to record a teaching session must ask the permission of the member of staff delivering the session prior to the recording. The member of staff can decline permission without reason.
6. If permission is granted, all students should be told at the start of the teaching session and the member of staff retains the right to request that a recording device is turned off at any point if it is considered inappropriate that the recording continue.
7. Normally only audio recording will be allowed and video recording will not be permitted.
8. Students are not permitted to make any unauthorised recordings of teaching sessions.

9. The recording of tutorials, practical and laboratory classes and particularly sessions where other students are presenting, discussing topics or interacting with the session is not permitted, unless written permission has been received from all participants.

### **Students with specific learning needs; medical, physical, sensory or mental health conditions; or who are on the autism spectrum**

10. The Equality Act 2010 imposes an obligation on Higher Education Institutions to ensure disabled students are not treated less favourably and to make reasonable adjustments to prevent disabled students being placed at a substantial disadvantage. An example of such a step would be to allow disabled students to record teaching sessions if necessary. Additionally disabled people have a right to confidentiality under both the Equality Act and the Data Protection Act.
11. The University wishes to make every effort to assist students with specific learning needs and to this end students with specific learning needs may record teaching sessions in accordance with the procedures outlined below.
12. Students must inform Access Solent of their particular needs and can only record teaching sessions after Access Solent have approved their request. This will assist the University in making the appropriate adjustments to improve their student experience and facilitate the recording of teaching sessions.
13. Access Solent will notify the school to inform relevant staff that the student has permission to record teaching sessions through their Request for Learning Support. Students should inform the member of staff that they will be recording the teaching session at the beginning of each session. The member of staff retains the right to request that a recording device is turned off at any point if it is considered inappropriate that the recording continue.
14. Where recording is not permissible the member of staff should ensure that a full set of relevant information covered by the session is provided to the student on Solent Online Learning in an appropriate format.
15. Occasionally, if a student's disability means that they are unable to attend a teaching session, then it is also reasonable that the session may be recorded on his/her behalf, by prior agreement of the member of staff delivering the session and/or Access Solent.

### **Use of recordings**

16. Any recordings made are for personal use only, and the content of the teaching session remains the property of the University. Under no circumstances should recordings be reproduced or be made available to other individuals through any means, such as websites or podcasts.
17. Students who disregard this requirement and/or make unauthorised recordings will be deemed to have committed an offence under the Student Disciplinary Procedure and, where appropriate, the privilege to record teaching sessions will be withdrawn.
18. Student recordings of teaching sessions will not normally be accepted as evidence in any appeals, complaint, or disciplinary cases.