

LEARNING SESSION RECORDING (LECTURE CAPTURE) POLICY

Introduction

1. The University of Suffolk takes an inclusive approach to the design and delivery of learning, teaching and assessment, but recognises that under the terms of the Equality Act (2010), additional reasonable adjustments (to allow and facilitate use of an audio recording device) may need to be made in respect of being inclusive and providing equal treatment and equal access to educational opportunity for all students regardless of their disability status, whilst also ensuring that the University meets its commitments relating to confidentiality.
2. Learning Session recording (often referred to as lecture capture) is the process through which live teaching may be recorded and shared with students through the institutional online learning environment (OLE), Brightspace.
3. The purpose of this document is to set out the policy and practice for recording of live teaching, including:
 - a. The principles for the recording of live delivery, and where exceptions to the recording mandate may be appropriate.
 - b. Guidance for staff and students in any additional needs for recording under individual reasonable adjustments.
 - c. The use of data
 - d. The use of recordings in performance management and / or staff or student complaint.
 - e. Clear expectations for use and sharing of recorded content.
 - f. Practice of lesson session capture.
 - g. Access to recordings
 - h. Copyright, Intellectual Property and retention.
4. Guidance on how to create and share videos is provided by the Learning Design team and is [published online](#).

Principles

5. The University of Suffolk (hereafter 'the University') expects that, normally, all learning sessions (see paragraph 9 for a definition of a learning session), should be recorded and shared with students following live delivery on campus.
6. As a minimum, the audio recording of a learning session should be recorded. Where slides, or other resources are presented during the learning session, the screen should also be

captured.

7. The ability to access recordings of taught sessions is recognised as good practice in terms of the support made available by institutions to students with disabilities. Learning session recordings are considered by the University to constitute a reasonable adjustment for learners with specific learning differences.

8. Use of webcasting may be facilitated where identified as a necessary reasonable adjustment.

9. Recordings made using learning session capture technology will automatically include captioning. Students may also make use of customisable captioning options to meet individual needs.

Definition of a learning session

10. A learning session is defined as any classroom-based, synchronous learning activity. For the purposes of this policy, this may include lectures and seminars.

11. Where a student has a reasonable adjustment for the recording of taught sessions, learning sessions may also include tutorials and personal academic coaching sessions.

12. In line with guidance from the Disability Rights Commission (DRC), National Association of Teachers in Further and Higher Education (NATFHE) and Disability Rights UK (formally SKILL) The University recognises that:

- a. Not all classroom-based synchronous learning activity is appropriate for recording, for example in the instance of discussion of sensitive content or ethical issues, or extensive discussion or other interactivity. In such situations whole sessions may be flagged as not recorded, or the recording may be paused and restarted.
- b. Clinical Skills sessions and / or other skills-development sessions may not be appropriate for recording due to the nature of delivery.
- c. Staff should not be expected to change a teaching style for a learning session so that it may be recorded if this would be detrimental to the academic experience of the learners present.
- d. Where seminars are recorded, these should only be published to the particular seminar group, rather than the whole cohort.
- e. Technology failures may prevent learning sessions from being recorded.
- f. Where whole learning sessions are not appropriate for recording these should be clearly

identified in the delivery timetable or module guides. In such instances, students must have access to all relevant, and potentially additional, learning materials. If a session cannot be recorded due to technology failure the [Learning Design Team](#) should be informed as soon as possible.

Additional reasonable adjustments

13. Students can either self-refer or may be referred to identified support staff within the University or the University's partners to discuss their specific needs. This may include the request to audio-record taught sessions, beyond those already recorded and captioned as defined in this policy. A student cannot self-refer to the course team for live streaming.

14. Any additional recording, or transcription is the responsibility of the student, using their own recording equipment. Students are advised that:

- a. It is a matter of courtesy to ask the lecturer beforehand whether it is acceptable to audio-record any lecture.
- b. Any recording must be used only for your personal study, and recordings must not be passed on to anyone else (other than for transcription purposes).
- c. Recordings must not be published, reproduced, given or sold to anyone else, or uploaded or posted on social networks etc.
- d. All recordings must be deleted or destroyed at the end of the course.
- e. Recording may be suspended; either temporarily or, where recording is not deemed appropriate, for an entire taught session.
- f. Other students in the group must be respected and in the case of recording small group tutorials and some seminars; it is courtesy to seek consent from fellow students.
- g. No recording will be permitted of material introduced during the lecture where copyright is held by a third party, e.g., film, broadcast material and music, unless the circumstances would be permitted under *The Copyright (Visually Impaired Persons) Act 2002*. Lecturers will clarify this with students prior to the lecture where appropriate.
- h. Any audio-recording is intended to be a complementary part of accessing teaching and learning.

Use of data

15. Data generated through the use of the OLE or capture software will be used as part of the University's monitoring of student engagement with learning. This data comprises of

- a. Date, time and length of recording.
- b. Student name/ID.
- c. Student time spent interacting with the recording.

- d. Poll/Survey results, where this tool is used in the learning session.

16. Data and derived metrics may be used by the University to support the preparation of submissions to OFSTED, Teaching Excellence Framework (TEF) or other regulatory requirements.

Use of recordings: sharing and reuse, performance management and complaints

17. The purpose of the recording is to support learners taking a module, for educational purposes only. Therefore, it is usual that access to the recording will be limited to the learners enrolled onto the module.

18. Learning Session capture technology enables students to:

- a. Download a recording to view offline,
- b. Download a podcast version of the session where only audio capture is required.
- c. Take notes on the recording itself for individual and personal use.

19. Students with access to the recording should not share the recording, by any means, without the permission of the lecturer. Any breach of this will be subject to disciplinary action as detailed in the University's [General Regulations](#) for students (see paragraph 123 (xii)).

20. Staff with access to the recording should not share or reuse these, without permission of the lecturer.

21. Lecturers may choose to share recordings with colleagues external to the University for the purposes of academic collaboration and / or public engagement or as open educational resources. In such cases, the lecturer must secure the consent of any learners or other contributing individuals, and ensure that the recording is in compliance with copyright legislation (see the [Copyright Policy](#))

22. Lecturers sharing recordings are responsible for ensuring that the permissions for viewing are correctly set. This includes publishing using a 'non-public' URL within the module or unit content area in the OLE.

23. Lecturers should ensure that the link for the recording is made available to learners within three working days of the learning session taking place. This can be managed through the use of adaptive release within the OLE if required. Best practice is to publish the link into the OLE in line with the appropriate unit folder.

24. Recorded content should be made available in the module in line with [published guidance](#) and within 3 working days of the live taught session.

25. Where there is delay of the release of recorded content, for example because substantial edits are required, students must be notified of this by the lecturer, using the announcement function in the OLE.

26. Recordings may be used by staff as part of Peer Review and Enhancement of Learning and Teaching (PRE) activity, or for personal reflections on performance. They may also use them as evidence of good practice in teaching, for example in applications for promotion or Fellowship of AdvanceHE.

27. The University will not use recordings for the purposes of performance management, or in disciplinary proceedings, except in the cases of alleged gross misconduct (as defined in University policy), where the recording may provide relevant evidence.

28. Recordings may not be used to cover staff exercising their legal right to take industrial action, without the consent of the lecturer.

29. Recordings may not be used by a student when making a complaint unless the recording provides specific evidence of a particular event which is referenced in the complaint.

The Practice of learning session capture

30. Learning session capture software is available in all teaching spaces at the University, which can be used to record audio, screen, and video. As a minimum, the audio should be recorded. Where slides, or other resources are presented during the learning session, the screen should also be captured. Information and guidance on making recordings using the technology in teaching spaces is published online <https://libguides.uos.ac.uk/celt/brightspace/session-recording>

31. Lecturers should ensure that learners are aware that a learning session is being recorded. This can be done at the beginning of the session, by announcing on a presentation slide, and / or by flagging it as a recorded session in the delivery timetable or module guide.

32. Explicit permission must be sought from visiting guest speakers and other non-University staff. A data authorisation form is available at <https://forms.office.com/r/WCmC3A5Fu3>.

33. Lecturers are not expected to edit recordings before making them available to students through the OLE. The only exceptions to this is if the recording contains material which would breach General Data Protection Regulation (GDPR) or could be considered sensitive or offensive. Where this situation arises, the lecturer should contact the University's Learning Design team for support in editing the recording. Examples of a situation where editing would be required are:

- a. unplanned discussions which may contain personal data.
- b. accidental recording of conversations with learners before or after the learning session.
- c. recordings made of guest speakers who did not give their consent to being recorded.

If the lecturer is unsure if the recording requires editing, they should contact the Director of Learning and Teaching.

Access to recordings

34. Access to recordings made as part of learning and teaching at the University is via the University's OLE. Access to taught modules is controlled through enrolment to the corresponding module in the OLE. This means that only students enrolled onto the module are able to view the recorded content.

35. By default, access to recordings requires a University username and passwords to view the content. Students are able to view the recordings saved to the modules they are enrolled on for a period of 6 years or until their account is closed (whichever is sooner).

36. The University Learning Design team, within the Centre for Excellence in Learning and Teaching, are able to access, view and edit all recordings made using the learning session capture software.

37. Employees of software providers may need to view recordings in order to provide support to the University. Access to the University's data by staff from a third party provider is covered by their privacy policies.

Copyright and intellectual property

38. All material recorded as part of learning session capture is subject to copyright. Third party materials should only be included if the reuse constitutes fair dealing (see [Copyright Policy](#), and additional guidance [published online](#)

39. The University expects that all users will abide by the laws of copyright and fair use; use of third-party materials in any presentations or teaching activities must adhere to UK copyright law

and to University guidance. Staff are responsible for ensuring that the material does not breach copyright, and are expected to seek approval and amend accordingly, or take down promptly if found to be in breach.

40. The University has the right to take down any recordings that have taken place without consent or that breach other UK and University policies.

41. Recordings should not contain personal data. Where this is unavoidable and for valid reasons, this personal data must be kept in accordance with the University's [Data Management Policy](#) and in adherence with the personal data protection principles.

42. The institution owns all learning and teaching materials developed by staff (full time or part time) that are developed during the normal course of their duties as an employee, and or are produced in connection with an institution-run module, course or programme (see [Intellectual Property Policy: Research, Scholarly Outputs and Learning and Teaching](#)).

Retention period

43. Learning session recordings will be kept in line with the retention policy for the Directorate of Learning and Teaching. The Retention Schedule states that recordings will be kept in the module they are recorded for the entirety of each learners' enrolment until they complete their course.