



CLASSROOM RECORDING POLICY

Policy Number:	TLR 3.18
Name of Policy:	Classroom Recording Policy (Issue One)
Applicability:	All Staff and Students
Policy Owner:	Chair, Academic Senate
Contact Person:	Deputy Vice-Chancellor (Academic)
Policy Status:	Approved Policy
Date of approval:	3 October 2017
Date last amended:	1 October 2020
Date last exposed:	September 2017
Date of last reviewed:	1 October 2020
Date of next review:	1 October 2023
Related policies:	Copyright Compliance Policy (TLR 6.01) Intellectual Property Policy (TLR 6.02) iLearn& Bond Learning Management System Policy (TLR 3.15)

1. OVERVIEW

Bond University is committed to facilitating a transformational student learning experience by ensuring the highest quality teaching. A superior learning environment is the pillar of the Bond student learning experience. The recording of lectures and seminars, through classroom video and/or audio recording systems is a valuable online resource to supplement our face to face and live (synchronous) student learning experiences. Classroom recordings aid student learning in numerous ways including:

- an alternative when students unavoidably miss a class;
- opportunity for review and revision;
- accommodating different learning preferences;
- assisting students who do not have English as their first language; and
- supporting students who have particular educational needs.

2. POLICY

Where available, automated classroom recording technology will be used to record all lectures and seminars for every subject, unless the Executive Dean or Associate Dean Learning and Teaching of the appropriate Faculty or Unit has approved that subject for 'opt out'.

2.1 Opt Out Approval

'Opt out' approval may only be granted where:

- the teaching style employed, or the delivery method of the subject is unsuitable for recording e.g. where the major delivery of the subject is by extensive group work;
- adequate and appropriate access to alternate learning resources and materials (e.g. print resources, online readings, PowerPoint slides etc) are provided for students to supplement learning;
- the material is sensitive, protected by copyright or there are privacy issues, meaning that the recording of the teaching activity is inappropriate; or
- the Executive Dean or Associate Dean Learning and Teaching of the appropriate Faculty or Unit deems that it is in the best interests of the University that the lecture or seminar not be recorded.

2.2 Use of recordings

2.2.1 Availability to Students

Recordings will, by default, be available to students who are enrolled in the subject for which the

recording was made. These will be accessed through the relevant University learning management system (LMS).

2.2.2 Other Availability

Except where authorised by the University, recordings of University lectures and seminars are not for public consumption by any means, including by virtue of external publication, whether on the web or otherwise. Once a personal copy of a recording has served its purpose, it should be permanently erased. University recordings must only be used by enrolled students to meet their individual learning objectives. The University's permission must be obtained before releasing University recordings into the public domain. Students or staff found to be in infringement of this principle may be subject to disciplinary proceedings.

2.2.3 Intellectual Property

The University owns the intellectual property in any recordings made by it or on its behalf.

2.2.4 Staff Performance

Recordings will generally not be used by Management for staff performance management purposes. Recordings may be used for the purpose of supporting professional development. When recordings are used in this context, staff are only permitted to use recordings of their own teaching.

2.3 Storage

Recordings will normally be kept by the University for at least two (2) years from the date of recording. Staff will have access to their classroom recordings during this time provided they continue to be employed by the University.

2.4 Copyright Content

Conditions and limits apply to what can be recorded in relation to the use of film clips, images, music, or any other copyrighted material. Staff must always ensure that the appropriate permission is obtained prior to the use and subsequent recording of any copyrighted material.

2.5 Guest Lecturers

Lectures or seminars presented by guest lecturers may only be recorded where the appropriate permission form has been signed. Where appropriate permission is not obtained, such recordings will be deleted and not made available.

2.6 Editing of Recordings

Recordings will be able to be edited prior to their release, if necessary.

3. RELATED PROCEDURES, GUIDELINES, AND FORMS