CLASSROOM RECORDING POLICY

Policy Number: TLR 3.18
Name of Policy: Classroom Recording Policy (Issue 1)
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:
Date last exposed: September 2017
Date of last reviewed:
Date of next review: 3 October 2020
Related policies: Copyright Compliance Policy (TLR 6.01)
Intellectual Property Policy (TLR 6.02)

1. OVERVIEW
Bond University is committed to facilitating a transformational student learning experience by ensuring the highest quality teaching. A superior face to face classroom experience is the pillar of the Bond student learning experience. However, the recording of lectures and seminars, through video and/or audio recording is a valuable online resource to supplement our face to face student learning. Recorded lectures and seminars aid student learning in numerous ways including:

- an alternative when students unavoidably miss a class;
- opportunity for review and revision;
- accommodate different learning styles;
- assist students who do not have English as their first language; and
- assist 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 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;
- 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.

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 lecture or seminar 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