



Recording of Online Classes

Guidelines and Code of Practice for DkIT Staff and Students

1. Introduction

This document outlines the guiding principles for both staff and students in relation to the recording of online lectures and other classes.

The primary purpose of recording online classes is to improve the student experience by providing a valuable resource for independent study and revision. Therefore, where there is a recognised benefit in doing so, lecturers may record online teaching and post it to a secure, DkIT-approved platform. Such recorded classes may also be used by DkIT to enhance teaching practice.

Such recordings may contain personal data relating to students attending the class (e.g. name, opinions, images, etc.) and such data is protected by legislation. The development of policy and guidelines relating to the recording of online classes is an important element of building capacity in digital learning. Guidance should reflect the needs and goals of key stakeholders and the legal rights of all involved.

2. Scope

Online synchronous classes are live online classes (e.g. lectures, practical labs, tutorials) with students in attendance, delivered on a DkIT-approved platform (Microsoft Teams, Zoom or BigBlueButton). This guidance pertains to the recording, storage and sharing of online synchronous classes. Recordings of audio, video or both may be made and other digital components may be integrated into the recording. The recordings may then be made available to students to access through Moodle (or other approved platforms) as an additional learning resource.

These guidelines **do not apply** to asynchronous recordings of learning material by a lecturer without students being present as these will not contain personal data relating to students.

3. General Principles

Who is permitted to record the class?

- The decision to record lectures or other classes is at the discretion of the lecturer.
- The copyright and intellectual property rights of teaching materials are not altered by the recording of classes and the lecturer retains the dissemination rights of their own recorded classes.

- If a student seeks permission to record a class (which the lecturer is not planning to record) it is at the discretion of the lecturer whether to grant this permission. If they do so, they must inform other students that the class is being recorded for private use. In general, lecturers should not allow students to record classes unless it is for a specific purpose due to the unique circumstances of that student, for example if they have a learning agreement issued by the DkIT Disability Office.

What is required prior to recording?

- Lecturers do not need the permission of students to record a class they are attending online. This is because the lawful basis for the recording is 'Legitimate Interests', i.e. it is of clear benefit to the Institute and to students.
- At the start of a class that is to be recorded, the lecturer will inform the students and direct them to the *DkIT Data Privacy Statement* (available with these guidelines on the DkIT website). The Data Privacy Notice for Recording of Classes should be available to download from the Moodle module, programme page or stage page.
- Where students express a wish to not participate in the recorded lecture, the Data Privacy Statement provides guidance on how they can opt out.

Where will recordings be shared?

- Recordings of classes should be made available to students through the Moodle VLE or other approved platform. Once uploaded to a secure platform (e.g. Moodle) or stored on the DkIT network, recordings should be deleted from individual devices.

Who can access the recording?

- Recordings shall be used to facilitate learning by a specific student cohort and shall not be used by the lecturer for any other purpose.
- Recorded classes should not be distributed to or made available to other class groups or individual students who are not enrolled in the class.
- Recordings of student presentations for the purposes of assessment in a module will be available to the module lecturers and those nominated to participate in the assessment process. Including the External Examiner. It may be shared with students who are participating in the presentations, or those who are permitted to attend the live presentation, as part of reflective self-evaluation and feedback. These recordings will be deleted after the assessment period has ended.
- Lecturers should set the class to record automatically when the class starts, to avoid recordings being made by other parties through accessing the class outside of the scheduled class time.

How long should recordings remain available?

- The period of time for which such recordings will be made available is at the discretion of the lecturer. However it is best practice to destroy such recordings when they have fulfilled their legitimate purpose (normally within the academic year).

- The lecturer retains the right to make the recorded materials unavailable at any time.
- Recordings uploaded and shared by the lecturer directly on Moodle (including BigBlueButton) are only available to those enrolled on the Moodle module.
- Recordings stored on a DkIT-approved cloud service (e.g. Microsoft Office 365) require security settings to be applied by carefully managing sharing settings or setting a passcode.
- Recordings should not be stored on publicly accessible video sharing platforms (e.g. YouTube).
- Lecturers may take extra measures to ensure the security of a session where expressions of opinions containing special categories of personal data are likely to be recorded. The measures required will be assessed on a case-by-case basis but may include, for example:
 - an explicit agreement that students will not attempt to download the recording, share it or edit it in any way;
 - a spoken reminder of students' privacy rights prior to a discussion in which special category data is likely to be discussed;
 - the lecturer may decide to stop the recording for the duration of a discussion involving special category data;
 - the lecturer may decide not to upload the recording, or portion of the recording, in which special category data is discussed.

I'm a student – what should I consider?

- Students should familiarise themselves with the *DkIT Data Privacy Notice*.
- Students do not need to give permission to their lecturer for a class they are participating in to be recorded. However they should be informed by the lecturer so that those students who wish not to participate in the recording can use one of the means of opting out, e.g. disable their camera and/or microphone.
- Students must not, under any circumstances, record a synchronous class without the permission of the lecturer. This includes cases where the student has a learning contract issued by the DkIT Disability Office, in which case they must ask their lecturer's permission to record the class. Any breach of this Code of Practice will be considered to be a disciplinary matter.
- Lecture/class recordings may not be downloaded, reproduced, transferred, exchanged, distributed, or displayed in any public or commercial manner. In this context, the following is strictly prohibited:
 - the copying, by any means, of recorded lectures/classes.
 - the passing of recorded lectures/classes to any third party.
 - the posting/displaying of recorded lectures/classes on any public forum including the internet and all electronic fora.

- Where a student participates in a class and decides at a later time that they would like their personal data removed **OR** if the lecturer does not inform students that they are recording the class, the student can request to:
 - have a copy of the section of the recording containing their personal data.
 - have all their identifying data removed.
 - object to any further processing of the recording.

Document History

Version Number	Date Approved	Approved By	Brief Description
1.00	22 nd January 2021	Academic Council	Initial approval of guidelines and code of practice.