

Procedures for the Use of Recordings for Teaching and Learning

8th February 2024

PROCEDURES

Procedures relating to:	Policy on the Use of Recordings for Teaching and Learning
Approving authority:	Learning and Teaching Academic Operations Committee (LTAOC) and University Committee for Learning and Teaching (UCLT)
Approval date:	Policy endorsed by UCLT, 7 June 2023. Approval by SCIBE 7 th August 2023. Updated 24th January 2024.
Effective date:	24 th January 2024
Review period:	Annually from date of approval
Responsible:	Information Services
Executive Responsible Office:	DP [Education & Student Life]

PROCEDURES

**HERIOT-WATT UNIVERSITY
POLICY TITLE**

CONTENT

Section	Page
1 Introduction	4
2 Procedure for the notification of recording and opt out	4
3 Procedure for the recording of teaching and learning sessions by course staff	4
4 Procedure for the storage of live recordings	5
5 Procedure for the disposal of recordings	6
6 Procedure for the recording of teaching and learning sessions by students for the purpose of assessment	6
7 Procedure for the making of recordings by students	7
8 Procedure for the use of recordings by students beyond their course / studies	7
9 Related policies, procedures, and further reference	8
10 Further help and advice	9
11 Definitions	9
12 Policy version and history	10

1. INTRODUCTION

- 1.1. These Procedures support and should be read in conjunction with the Policy for the types of recordings set out in paragraph 3.1 of the Policy:
- 1.2. This Procedure applies to Staff (Staff), students and visiting presenters (for example, guest speakers).
- 1.3. The overall decision as to whether a Teaching and Learning Session will be recorded rests with the Performer/Lecturer.
- 1.4. At the start of an individual teaching and Learning Session it should be stated by the relevant staff member or presenter if all or part of the Teaching and Learning Session is to be recorded.
- 1.5. Students should be notified of the Policy, this Procedure and alerted to the use of recording through (a) the Student Declaration and (b) the appropriate programme handbook and any course-specific guidance
- 1.6. Students should be aware that even when the Session is not being recorded by or on behalf of the University, other students may have permission to make personal audio and/or video recording of the Teaching and Learning Session.

2. PROCEDURE FOR THE NOTIFICATION OF RECORDING AND OPT OUT

- 2.1. Staff have the right to apply discretion when recording a Teaching and Learning Session, there are situations where all or part of a Teaching and Learning Session should not or cannot be recorded, in these circumstances staff members should
 - 2.1.1. Pause or subsequently edit or delete a recording, for example if sensitive material is being taught or if the recording is considered to interfere with interactive teaching.
- 2.2. The staff member is responsible for deciding whether recording part or all of a session outweigh the benefits recording.
- 2.3. If a student does not wish to be recorded during a session, they should make this known to the Course Leader at the start of the course or to the relevant Member of Staff or presenter at the start of the Teaching and Learning Session.

3. PROCEDURE FOR THE RECORDING OF TEACHING AND LEARNING SESSIONS BY COURSE STAFF

- 3.1. Where it is the intention for a Teaching and Learning Session to be recorded, students should be notified in advance of starting the recording.
- 3.2. Digital participants should be informed they have the right to choose not to share their video and sound.
- 3.3. In room participants should be informed they have the right to request their image and audio is not recorded.

3.4. In each Session there should be a section which is not recorded, this should be offered so that students can engage and ask questions off the record.

3.5. The following provisions shall apply in respect of initiating the recording:

3.5.1.1. Where a Session is provided or delivered by Staff, they should initiate the recording.

3.5.1.2. All Staff, students and visiting presenters (such as guest speakers) should be aware that their contributions to recordings and chat are legally discoverable or may require to be disclosed by a court order.

4. PROCEDURE FOR THE STORAGE OF LIVE RECORDINGS

4.1. Recordings of Teaching and Learning Sessions will be stored as follows:

4.1.1. MS Teams recordings should be stored on Stream and may be linked to or embedded in the course page on the VLE (Canvas).

4.1.2. Recordings made by technologies other than Microsoft Teams should be stored on Stream or SharePoint and may be linked to or embedded in the course page on the VLE

4.2. Guidance on where and how to store recordings will be updated as technology develops, Information Services will maintain this information and communicated to Staff and students through appropriate training and guidance sites.

4.3. Recordings that **include** student participation or which identify students should only be stored for the academic year of recording plus one further year and six weeks. The owner of the recording must take steps to delete recordings after this date.

4.4. Pre-recordings or recordings to support a Teaching and Learning Sessions that **do not** include or identify students may be reviewed and re-used by Course Teams, with the written or email agreement of the Member of Staff who developed the materials.

4.5. A Member of Staff, student or visiting presenter (such as a guest speaker) may request that the recording be made unavailable for any reason. For example:

4.5.1. they consider that defamatory, inaccurate, discriminatory, or inappropriate material is included within a recording; or

4.5.2. they consider that personal or sensitive material relating to them is included within a recording but which they did not intend to share or are subsequently unhappy sharing.

4.5.3. In this case, the recording should be made unavailable, whilst the Course Leader seeks advice from dataprotection@hw.ac.uk and the Information Governance team will recommend an appropriate response.

4.5.4. The Course Leader may choose to take an alternative approach to ensure that such material is not shared (e.g., editing it from the

recording that is made available to students). The Course Leader should keep a copy of the original recording.

5. PROCEDURE FOR THE DISPOSAL OF RECORDINGS

- 5.1. Students should not delete any recordings of student-only coursework or groupwork without explicit permission from the Course Leader prior to submission of the coursework / group work through the specified submission method, confirmation of receipt of submission lies with the submitting student(s).
- 5.2. Staff, students and visiting presenters (such as guest speakers) should review their course content at the end of each academic year.
- 5.3. Staff, students and visiting presenters (such as guest speakers) must dispose of any and all recordings of Teaching and Learning Activities in accordance with the specified retention period, the academic year of recording plus one further year and six weeks, this applies as follows:
 - 5.3.1.1. Recordings that **include** student participation or which identify students
 - 5.3.1.2. Pre-recordings or recordings to support a Teaching and Learning Sessions that **do not** include or identify students where permission is not granted for continued retention
- 5.4. Where a person is unable to give consent for a recording to be retained past the retention schedule period e.g., incapacitated through illness, the default position is the standard retention schedule should be applied
- 5.5. In exceptional circumstances related to staff incapacitation where a person is unable to give consent but there is a case for retention e.g., a relative requesting extension or retention of recorded material, this should be considered with appropriate senior staff support e.g., the Director of Learning and teaching, HR and Legal services as appropriate

6. PROCEDURE FOR THE RECORDING OF TEACHING AND LEARNING SESSIONS BY STUDENTS FOR THE PURPOSE OF ASSESSMENT

- 6.1. Where a Teaching and Learning Session is engaged in collectively by a group of students as part of their coursework, the following should be agreed in advance:
 - 6.1.1. Who will initiate the recording and manage access/distribution to the group members.
 - 6.1.2. Recordings should be stored and shared in keeping with the specifications provided on the course. Guidance on managing recorded content is available in the [Guidance document title]
 - 6.1.3. Where a student individually engages in course work that requires recording, they should initiate the recording.
- 6.2. Recordings should be stored and shared in keeping with the instructions provided on the course.
- 6.3. Guidance on managing recorded content is available on the IS Hub

7. PROCEDURE FOR THE MAKING OF RECORDINGS BY STUDENTS

- 7.1. Where a disabled student has permission from the University to record Teaching and Learning Sessions as part of any reasonable adjustments to ensure the accessibility of their studies, such recordings do not fall within the scope of the following provisions of this paragraph 8 or this Procedure.
- 7.2. Students must obtain the consent of the Member of Staff or relevant presenter prior to recording audio and/or video content at the beginning of the Teaching or Learning Session. Consent is required as the Teaching and Learning Session may not be suitable for capture, reasons include but are not limited to commercially sensitive or confidential information or breach of another student's right to privacy.
- 7.3. If students are concerned about the recording or potential recording of a Teaching and Learning Session by other students, then they should first speak to the Member of Staff or the presenter of the Teaching and Learning Session.
- 7.4. Where requested by a Member of Staff or the presenter, a student recording a Teaching and Learning Session may be asked to turn off their recording device for the whole or part of the Teaching and Learning Session in the event that another student does not wish to have their personal contribution recorded.
- 7.5. Where a student uses a portable device (such as a mobile phone) to record the Teaching and Learning Session then the student is responsible for the recording and ensuring that the data is held securely.
- 7.6. Students must delete all recordings made by them once its purpose has been met. This will normally be by the end of the semester in which the recording is made and in all cases on ceasing to be a student of the University.

8. PROCEDURE FOR THE USE OF RECORDINGS BY STUDENTS BEYOND THEIR COURSE / STUDIES

- 8.1. Where students have produced and recorded content which they wish to share outside of the course, they may do so provided:
 - 8.1.1. They have written consent of each student involved in the production of the work.
 - 8.1.2. They have the written or email consent of each student and Member of Staff who takes part in the recording; and
 - 8.1.3. They have ensured they have appropriate copyright clearance for any material used in the recording.

9. RELATED POLICIES AND PROCEDURES AND FURTHER REFERENCE

Policies

Data Protection Policy	https://www.hw.ac.uk/documents/heriot-watt-university-data-protection-policy.pdf
Disability Policy	https://www.hw.ac.uk/uk/students/doc/Disability_Policy_October_2012_final.pdf
Equality and Diversity Policy	https://www.hw.ac.uk/uk/services/docs/hr/policies/EDPolicy.pdf
Information Governance and Records Management Policy	https://www.hw.ac.uk/documents/information-governance-records-management-policy.pdf
Information Security Policy Framework	https://www.hw.ac.uk/documents/information-security-policy-framework.pdf
Intellectual Property Policy	https://www.hw.ac.uk/documents/HW-IP-Policy.pdf
IT and Communications and Facilities Acceptable Use Policy	https://www.hw.ac.uk/documents/it-communications-facilities-acceptable-use.pdf
IS Software for Staff and Students	https://heriotwatt.sharepoint.com/sites/is-software
Use of Approved Channels when Communicating with Students	https://www.hw.ac.uk/uk/services/docs/learning-teaching/policies/Use of Approved Channels when communicating with students.pdf

Procedures

Policy on the Use of Recordings for Teaching and Learning	https://www.hw.ac.uk/uk/services/academic-registry/quality/learning-teaching/policy-bank.htm
Procedures for obtaining informed consent for recordings and images of people	https://www.hw.ac.uk/documents/data-protection-obtaining-consent.pdf

Procedures for Selecting Digital Formats	https://www.hw.ac.uk/documents/digital-preservation-procedures.pdf
---	---

Further reference

Equality, Diversity and Inclusion	https://www.hw.ac.uk/uk/services/equality-diversity.htm
Disability Support	https://www.hw.ac.uk/uk/students/health-wellbeing/borders/disability-service.htm https://www.hw.ac.uk/uk/services/information-governance/access/foi/8-13-support-disabled-people.htm
Guidance on Captioning	https://heriotwatt.sharepoint.com/sites/istraining/SitePages/Captioning-and-recording.aspx
IS Training and support	https://heriotwatt.sharepoint.com/sites/istraining
Using video and audio to support teaching Resources	https://heriotwatt.sharepoint.com/sites/istraining/SitePages/Using-video-for-RBL.aspx
Privacy Notices	https://www.hw.ac.uk/uk/services/information-governance/protect/privacy-and-your-data-rights.htm
University Values	https://strategy2025.hw.ac.uk/our-new-values/

FURTHER HELP AND ADVICE

- 10** For help in respect of information technology then contact Information Services on IShelp@hw.ac.uk.

For help in respect of legal matters then contact the Legal Services Team on legal@hw.ac.uk

For help in respect of data protection then contact Information Governance on infogov@hw.ac.uk

11 DEFINITIONS

• Session Lead / Lecturer means the Member of staff who delivers a specific Teaching and Learning Session.
• “Course Leader” means the Member of Staff who is responsible for providing teaching, learning and/or student support for a university course.

• “Course Team” means the academic course team or any professional services team providing teaching, learning and/or student support for a university course.
• “Live” means an activity which happens synchronously (i.e., in real time).
• “Members of Staff” means the employees, contractors, casual workers and contingent workers (such as adjunct staff, including, without limitation, approved teachers, tutors, markers and demonstrators) of the University; and “Member of Staff” shall be construed accordingly.
• “Recording” is an audio or visual recording. It includes pre-recorded material and that which is recorded Live.
• “Teaching and Learning Activity” means any Live planned activity provided or engaged in for the purposes of participation in a course of study or student support activity at the University (which, for the avoidance of doubt, does not include 1:1 meetings between Members of Staff and students).
• “University’s IT Systems” means the University’s approved IT systems as set out in the Information Services Software for staff and students Hub
• A reference to the “University” will where the context requires also include Heriot-Watt University Malaysia Sdn Bhd (“HWUM”) where the educational activity is taking place at HWUM’s campus in Malaysia.
• A reference to legislation or a legislative provision is a reference to it as amended, extended, or re-enacted from time to time.

POLICY VERSION AND HISTORY

Version No
12 V. 01