Interim Policy on the use of recording for teaching and learning purposes during academic year 2020/21

1.0 Introduction
1.1 The use of recording for teaching and learning purposes can facilitate access for students and assist in developing understanding of subject matter. Recordings can provide students a means to engage with new concepts in advance of a session, to recap concepts or skills after a teaching session, or as a revision tool. The use of recording for teaching and learning purposes can also benefit students with certain disabilities or those whose first language is not English.

1.2 In the context of the global pandemic in Academic Year (AY) 2020-21, it is recognised that access to live teaching and learning activities may be particularly challenging due to potential restrictions on access to campuses and to issues with internet connectivity or lack of hardware limiting access to online activities from home. In this context recording of live teaching and learning activities will be particularly useful to students. It is also anticipated that there will be increased use of pre-recorded materials to enable students to engage with concepts in advance of live teaching sessions thus maximising the time during those sessions to critically engage with the concepts. Recording of some learning and teaching activities is therefore essential to enable the University to achieve its mission.

1.3 The use of recordings is not intended to replace student contact time, nor is it a replacement for attendance at live sessions, it is to facilitate access to teaching and learning activities in the context of Responsive Blended Learning in AY2020-21.

1.4 This interim policy has been developed to recognise the need for clear guidance for AY2020-21 given the substantial increase in online and blended learning. A full policy extending beyond the next academic year will be consulted on and approved during AY2020/21.

2.0 Purpose
2.1 This interim policy outlines the University’s approach to the use of recording to facilitate teaching and learning in Academic Year 2020/21. The interim policy is provided to ensure that there is a consistent approach to the use of recording across the University and that all staff, students and guests are clear on their rights and responsibilities with regard to recording and the use of the recorded materials that are produced.

3.0 Scope
3.1 This interim policy applies only to AY2020-21.

3.2 It applies to any recordings created by University staff for the purposes of supporting teaching and learning at Heriot-Watt University and to any recording of live teaching and learning activities whether recorded by staff or students, on-campus or online. This includes recordings of:

- Pre-recorded presentations by staff
• Live teaching or learning activities or sessions
• Groupwork
• Student presentations
• Assessment

3.3 The interim policy applies to all staff, students and guests of the University.

3.4 This interim policy does not affect the rights of students with disabilities who have permission to record learning and teaching activities as part of their University-agreed support arrangements.

4.0 Principles
4.1 This guidance is underpinned by the following principles:

• The rights of staff, students and guests of the University should be respected and protected.
• The University will apply data protection by design and data minimisation to the recording of personal data; this means recording only as much personal data as is necessary for the learning and teaching activity.
• Students should, within reason, be able to access recordings of live teaching and learning activities to support their learning.
• All activities used during a recorded session and in the recording itself will comply with copyright restrictions.
• All recorded sessions will comply with accessibility requirements, for example captioning.
• All recorded content must be stored on University managed media, used and disposed of in an appropriate manner, in line with University security and records retention policies.
• The University retains the right to review material to verify it complies with policies on appropriate content. Any concerns relating to course content raised by a student will be discussed with the relevant staff members (e.g. global course coordinator). If the material is found to be inconsistent with relevant UK law in the locations it is being deployed, the material may be taken down or amended, in discussion with the relevant staff members. Academic freedom will be protected throughout this process, and such removal, or necessary adaptation of content to reflect local legislation, will not automatically be dealt with as a misconduct disciplinary matter. Where appropriate, staff will be provided with advice and support on matters relating to different legal frameworks as well as the legal use of 3rd party materials e.g. copyright and intellectual property.

5.0 Definitions
A ‘recording’ is an audio or visual recording. It includes pre-recorded material and that which is recorded live.
'Live’ means activity which happens synchronously / in real time.

‘Teaching or learning activity’ is any planned activity provided or engaged in for the purposes of participation in a course of study or student support activity at Heriot-Watt University.

A ‘session’ is one instance of a ‘teaching and learning activity’.

‘Lecturer’ includes any member of staff or guest providing teaching and learning activities.

‘Course team’ includes any professional services team providing teaching, learning or student support. ‘Course Leader’ includes the leader of such professional services teams.

6.0 Creation of live recordings

6.1 It is recommended that live teaching and learning sessions are recorded wherever possible. The decision as to whether a live teaching and learning activity will be recorded rests with the Course Team. This decision should be made with reference to:

- ensuring that all students on the course have access to relevant teaching and learning opportunities irrespective of whether they are studying on-campus, online or in blended mode.
- whether the mode of the teaching and learning activity or session is conducive to being recorded.

6.2 Where it is the intention for a live teaching and learning session / activity to be recorded participant video and sound should be switched off by default at the start of the session to give opportunity for participants to choose to share their video and sound. There should also be a part of each session which is not recorded so that students can engage and ask questions off the record.

6.3 Recordings of live teaching and learning activities should only be created using University approved software.

- Where a live teaching and learning activity is provided by a member of University staff, they should initiate the recording.
- Where a live teaching and learning activity is engaged in collectively by a group of students as part of their coursework or assessment, they should agree in advance who will initiate the recording. It should be stored and shared in keeping with the specifications provided on the course.
- Where a student individually engages in course work or assessment that requires recording, they should initiate the recording. It should be stored and shared in keeping with the specifications provided on the course.

6.4 When lecturers provide live teaching and learning activities which will be recorded, they should ensure they have appropriate copyright clearance and include appropriate citations for any material covered by the recording.
6.5 Recordings might include all or any of the following:

- The content provided in the session (visual and audio)
- Discussions in the session (verbal and written)
- Those present in the session and their participation in the session

6.6 All participants need to be aware that their contributions to recordings, including chats, are legally discoverable and that everyone should communicate with clarity, professionalism, courtesy and respect, remembering the University's Values.

7.0 Notification of recording and opt out

7.1 In the course specifications, in advance of each session and at the start of the session it should be stated by the lecturer if it is to be recorded. Students should indicate at this point if they do not wish to be recorded.

7.2 The lecturer has the right to apply discretion when recording, and pause or subsequently edit or delete a recording, for example if sensitive material is being taught or if the recording is considered to be interfering with interactive teaching.

7.3 There are situations where all or part of a live teaching and learning activity / session should not or cannot be recorded, these include:

i. where the teaching and learning activity is delivered in a way that makes recording unsuitable e.g. high level of interactivity,

ii. where discussion or activities contain confidential or personal information or are commercially or politically sensitive,

iii. where there may be legal, ethical or privacy reasons for not recording,

iv. where a lecturer or student has personal reasons that make it inappropriate for their activity to be recorded,

v. where the facility to record the activity is not available in the learning space.

7.4 The lecturer is responsible for deciding whether the interests in not recording part or all of a live teaching and learning activity / session outweigh the interests in recording. They should keep a note of this decision and any relevant information which informed it for future reference during AY2020-21.

7.5 If a student does not wish to be recorded, they should make this known to the Course Leader at the start of the course or to the lecturer at the start of the live teaching and learning session. Where a student does not wish to be recorded, they may have the following options open to them:

- Leave the session and view the recording.
- Stay in the session but hide their identity and not contribute to discussions (for example, in an on-campus session this may include moving to be out of sight / sound of the recording equipment, in an online session this may include not using the mic or chat etc.).
• Ask the lecturer to switch off the recording temporarily during which they may contribute. This may be appropriate if a student is generally happy to be recorded but wishes to share something personal or sensitive which relates to the course.

7.6 If a lecturer does not wish to be recorded, they should work with their Course Team to ensure that material from their live teaching learning sessions is made as accessible in other ways.

8.0 Storage of live recordings
8.1 Recordings of live teaching and learning sessions or activities will be stored as follows:

• Collaborate Ultra will automatically be stored on the course page on the VLE (Vision). This takes place immediately after the end of the recorded session.
• MS Teams will be stored on Stream and may be linked to or embedded in the course page on the VLE (Vision).
• Wolfvision or other lecture recording software on-campus will be stored on SharePoint and may be linked to or embedded in the course page on the VLE (Vision).

8.2 Live Recordings will only be stored for AY2020-21.

8.3 A student, lecturer or guest may request that the Course Leader make the recording unavailable for any of the following reasons:

• considers that defamatory, inaccurate, discriminatory or inappropriate material is included within a recording,
• considers 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. In this case, the Course leader will seek advice from dataprotection@hw.ac.uk and the Information Governance team will recommend an appropriate response.

8.4 The Course Leader may choose to take an alternative approach to ensuring 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.

9.0 Access to live recordings
9.1 Recordings should normally only be accessible within the course on which they were recorded, by those students enrolled on the course, unless agreed otherwise by the Course Leader. Only students enrolled on the course and the Course Team teaching on the course should have access to the recordings. The Course Leader may restrict access to the recordings further if required.

9.2 Where students create a recording for the purposes of groupwork on a course they should ensure that all members of the group have access to the recording. Groupwork
recordings should not be made available more widely within the course unless under the direction of the Course Team.

10.0 Use of live recordings
10.1 Students may only use a recording for personal use in relation to their studies. Students must destroy any copy of the recording at the end of the course or the end of the course in AY2020-21 whichever is later.

10.2 Staff may only use a recording for purposes of providing the course.

10.3 The University may use a live recording for the purposes of an investigation into alleged misconduct of staff, students or guests.

10.4 Any unauthorised publication or distribution of a recording (including uploading online, sharing via apps or social media) by students or staff will be considered in breach of this guidance and may be subject to disciplinary action.

11.0 Disposal of recordings
11.1 Students should not delete any recordings of student-only coursework, groupwork or assessment activities without explicit permission from the Course Leader.

11.2 At the end of AY2020-21 the University will dispose of all recordings of live teaching and learning activities made during the year.

11.3 Students, staff and guests must destroy any copy of the recording at the end of the course or the end of the course in AY2020-21 whichever is later.

12.0 Legal basis for processing personal data and Intellectual Property Rights
12.1 By recording learning and teaching activities, the University is processing personal data under the lawful basis that the processing is necessary to perform a task in the public interest. Where staff or guests need to record their contributions to fulfil their duties, the University is processing this data as necessary to fulfil a contract with the individual. By participating in a live teaching and learning activity or session staff, students and guests are deemed to understand that a) the University will record and make the recording available in accordance with this guidance and b) agree to give the University the necessary licences to use the recordings for the purpose stated in this guidance

12.2 Any staff, student or guest creating a recording will ensure that it complies with copyright restrictions.

13.0 Reasonable adjustments
13.1 Where students have permission from the University to record sessions as part of any reasonable adjustments to ensure the accessibility of their studies, such recordings do not fall within the scope of this guidance.

14.0 Guest Presenters
14.1 Guest presenters must follow the recording practice of the course on which they are presenting. This should be made clear to the presenter in advance of their session. They
should be provided with a copy of this guidance and the Course Leader should ensure that the guest presenter understands and complies with this guidance.

14.2 Guest presenters should ensure that they provide time at some point during the session which is not recorded so that students can engage and ask questions without being recorded.

**15.0 Use of recordings beyond the course / studies**

15.1 Where students have produced work which they wish to share outside of the course, they may do so provided:

- They have written consent of each student involved in the production of the work
- They have written consent of each student and staff member who are part of the recording
- They have ensured they have appropriate copyright clearance for any material covered by the recording.

**16.0 Use of other recorded course materials**

16.1 Other pre-recorded teaching and learning materials e.g. video, audio etc., may be provided as part of the course. Students may only use such recordings for personal use in keeping with this guidance.

16.2 Any unauthorised publication or distribution of pre-recorded teaching and learning materials (including uploading online, sharing via apps or social media) will be considered a breach of this interim policy and may be subject to disciplinary action. Authorisation must be obtained from those involved in the session.

**Further information**

- University privacy notices for students and employees [https://www.hw.ac.uk/uk/services/information-governance/protect/privacy-and-your-data-rights.htm](https://www.hw.ac.uk/uk/services/information-governance/protect/privacy-and-your-data-rights.htm)
- University Policy on Intellectual Property, Confidential Information and Commercialisation [https://www.hw.ac.uk/documents/HW-IP-Policy.pdf](https://www.hw.ac.uk/documents/HW-IP-Policy.pdf)
- University IT and Communications and Facilities Acceptable Use Policy [https://www.hw.ac.uk/documents/it-communications-facilities-acceptable-use.pdf](https://www.hw.ac.uk/documents/it-communications-facilities-acceptable-use.pdf)
- University equality and diversity policy [https://www.hw.ac.uk/uk/services/docs/hr/policies/EDPFinal.pdf](https://www.hw.ac.uk/uk/services/docs/hr/policies/EDPFinal.pdf)
- University guidance on copyright [https://www.hw.ac.uk/uk/services/is/learning-teaching/copyright.htm](https://www.hw.ac.uk/uk/services/is/learning-teaching/copyright.htm)
University disability support guidance https://www.hw.ac.uk/uk/services/information-governance/access/foi/8-13-support-disabled-people.htm