

Lecture Capture Policy

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Lecture Capture Policy

1. Introduction

- 1.1 Lecture capture, defined as the recording and internal dissemination of teaching events, is now a well-established aspect of student support across the higher education sector. It is increasingly viewed as an expectation of the learning experience among prospective students.
- 1.2 Lecture capture supports the student and learning experience through the following means:
 - Supplemental use to reinforce learning alongside participation in scheduled teaching activities, where appropriate
 - Selective use to encourage deep learning through reviewing and consolidating understanding of key principles and concepts
 - Distributed use to aid self-paced learning throughout the module
 - Provision of flexible approaches to learning which help to accommodate different approaches to learning
 - Assist students who do not have English as their first language
 - Assist students who have particular educational needs to enable flexible study patterns.
- 1.3 The use of lecture capture should be considered within a broader pedagogic framework allowing the benefits of utilisation to be communicated effectively to students.
- 1.4 Lecture capture supports the delivery of the student and learning experience at Teesside University through enabling flexibility and accessibility in learning beyond the classroom environment. As such, the use of lecture capture is strongly encouraged.
- 1.5 The Policy has been developed with close reference to Jisc guidance on the legal implications of lecture capture (see <https://www.jisc.ac.uk/guides/recording-lectures-legal-considerations>).

2. Purpose of Policy

- 2.1 The purpose of this Policy is to clarify expectations regarding the utilisation of lecture capture for staff and students, and facilitate a

consistent institutional approach to the provision of lecture capture across the University.

3. Scope

- 3.1 The Policy applies to all taught provision at Teesside University, including Undergraduate and Postgraduate courses.
- 3.2 The Policy does not apply to partner institutions due to their distinctive technical infrastructure and capabilities. Where partner institutions possess an existing Lecture Capture Policy, or equivalent, these will be reviewed as part of the institutional approval process.
- 3.3 The Policy covers recordings made on campus (at Middlesbrough and Darlington) and remotely by University staff in the course of their employment. Permission should be sought in writing to record external speakers.

4. Policy Statement

4.1 Recording

- 4.1.1 The term 'lecture capture' may potentially incorporate a broad range of teaching activities, including but not limited to lectures, workshops and seminars. It is recognised that the appropriateness of lecture capture will vary according to the specific context.
- 4.1.2 From September 2022, the University will move to an 'opt-out' approach to automated lecture capture following the introduction of a new VLE. This Policy will be subject to review and subsequent consultation in advance of this date.
- 4.1.3 Where students participate in a recorded session, they must be informed verbally or, when on campus, by written notification in a teaching space. The latter should include guidance on where students may be recorded on camera. Students who do not wish to be recorded will be given the option not to appear on camera.
- 4.1.4 Recordings should only be used for educational purposes, unless the approval of the University is granted in advance.
- 4.1.5 It is recognised that some topics may be unsuitable for recording, particularly those involving sensitivity or confidentiality. In these circumstances, consideration should be given to the appropriateness

of recording student contributions (e.g. during question and answer sessions) as well as to how students can otherwise derive the benefits normally afforded through lecture capture.

- 4.1.6 Where proceeding with the recording of such a session, students should be advised of the potential sensitivity of the topic and the need to consider the extent to which their contributions may identify them and impact their privacy when viewed by relevant staff students later. Students should be advised that any such personal contribution is entirely voluntary and that recordings cannot be edited or deleted at a later date.
- 4.1.7 A disabled student's request for recording of a taught class would normally be seen as a reasonable adjustment. If the class is not being recorded, some other mechanism of sharing supplementary materials should be explored.

4.2 Rights

- 4.2.1 The University owns all the intellectual property in the content of lectures and other teaching sessions, including lecture capture recordings. Where the lecture includes materials that include 3rd party rights (images, videos, articles, etc), it is the lecturer's responsibility to ensure that those rights are not infringed.
- 4.2.2 Recordings will be stored for at least two years following the date of recording.
- 4.2.3 Recordings will normally only be made available to students enrolled upon the relevant module/s, unless the member of teaching staff requests that the recordings be made more widely available.
- 4.2.4 Where reasonable justification exists, for example due to defamatory comments, inaccurate representation or copyright infringement, a 'take down' approach will be adopted by the University. In these instances, consideration will be given to the implications for securing freedom of speech.
- 4.2.5 Recordings made through lecture capture, including visual and oral content, must comply with the Copyright, Designs and Patents Act (1988) (CDPA).
- 4.2.6 The University does not consider delivery of lectures through recordings to be a performance under section 180(2) of the CDPA. If a

lecturer is of the view that their lectures have a sufficient dramatic or artistic element to be considered a performance, they should inform the University prior to recording to enable the University to licence any performance rights.

- 4.2.7 The primary principle concerning lecture capture recordings is that they are not for the purposes of performance management. It is acknowledged that there may be exceptional circumstances, for example a complaint made against a lecturer, that would necessitate a review of a lecture capture recording to ascertain any evidence relating to the issue identified. In such circumstances, review of lecture capture recordings will only be conducted under a relevant University process.

4.3 Data Protection

- 4.3.1 The use of lecture capture must comply with the Data Protection Act (2018) and the General Data Protection Regulation.
- 4.3.2 Lecture capture sits within the University's secured network infrastructure, and is subject to standard institutional information governance and security protocols.
- 4.3.3 Lecture capture recordings may only be accessed and viewed within University systems, and may not be made publicly available without the written consent of the University.

4.4 Accessibility

- 4.4.1 The requirements of the Disability Equality Duty and Equality Act 2010 apply to the utilisation of lecture capture.
- 4.4.2 The University will take all reasonable steps to ensure that alternative formats are provided to support the needs of individual students.
- 4.4.3 The University will continue to consult with students to ensure that the accessibility of recordings remains fit for purpose.

5. Roles & Responsibilities

- 5.1 Staff involved in the delivery of teaching are responsible for:
- Utilising the lecture capture service where appropriate to do so, including in place of large lectures;
 - Communicating the parameters and benefits of the use of lecture capture effectively to students;

- Ensuring that the content of lecture capture recordings remains compliant with legislative and regulatory requirements;
- Engaging with appropriate training to ensure currency of knowledge;
- Reporting issues with lecture capture recording and utilisation in a timely manner.

5.2 Students are responsible for:

- Utilising lecture capture recordings to supplement their learning in scheduled teaching events;
- Ensuring that their utilisation of lecture capture recordings remains compliant with this Policy, alongside external legislative and regulatory requirements;
- Providing feedback on their experiences of lecture capture, including suggestions for enhancement;
- Behaving in a respectful way during lecture capture sessions and general adherence to the Student Code of Conduct and the Student Charter.

5.3 Campus Services (LETS) are responsible for ensuring that the physical infrastructure required for effective lecture capture remains fit for purpose in making high-quality recordings.

5.4 ITDS are responsible for ensuring that the broader technical infrastructure required for embedding lecture capture within the University's digital ecosystem remains effective and efficient.

5.5 Student Learning & Academic Registry are responsible for ownership of the Policy, management of the integration with the VLE, and the provision of appropriate staff training and guidance.

6. Policy Enforcement

6.1 Failure to comply with this Policy may result in action being taken under staff or student disciplinary proceedings.

7. Related Documents

7.1 The following documents should be read in conjunction with this Policy:

- a) ICT Acceptable Use Policy
- b) Information Security Policy
- c) Data Protection Policy & Procedure
- d) Academic Enhancement Framework

8. Other

- 8.1 Staff training, resources and guidance in the effective use of lecture capture are available online via LTE Online and the Help tab in Blackboard.

9. Dissemination and Communication Plan

- 9.1 The Policy will be communicated to staff via University Update. It will also be embedded within appropriate training for teaching staff.
- 9.2 Students will be made aware of this Policy through their induction programme and associated communications.