

**LECTURE RECORDING POLICY**

The University recognises that:

- there are certain exceptional circumstances where recording of the lecture session with the standard University capture software is not appropriate. In these cases the lecturer should consider other methods of lecture capture but, in discussion with an academic nominated by Head of School, ultimately retains the right to decide what is appropriate.
- certain technical or operational circumstances may arise which mean that recordings of all lectures cannot be guaranteed, but all reasonable efforts are made to overcome these issues.
- Recordings are a supplemental resource, not a replacement for lectures. University/School level statements on the use of lecture recordings and how to maximise their educational value will be available to students.

**Policy**

1. Staff should record all lectures unless there is a particular reason not to. Opt out is appropriate if a large part of the lecture:
  - Contains confidential or personal information;
  - Is commercially or politically sensitive;
  - Includes such a degree of interaction with students that recording is not viable; or
  - Is delivered in a way that makes recording unsuitable, e.g. extensive use of whiteboard or chalk board.
2. When a lecture will not be recorded the lecturer should ensure that this is clearly noted in the relevant MyAberdeen site and students informed of the reasons.
3. The academic retains ultimate control of the making and releasing of the recording. Staff may pause or stop the recording during a live lecture, for example to encourage discussion or participation, or during the discussion of extremely sensitive data.
4. Recordings are published to the lecturer's personal folder on the Panopto server and they will have the opportunity to review, edit and approve a recording. Recordings should normally be released prior to the next related teaching event.
5. If a member of staff becomes aware that any defamatory, inaccurate or infringing material is included within a recording or any other reason why it would be expedient for the University to recall a recording, it must be withdrawn.
6. Staff should be aware if any student requires specific use of recordings as part of student support arrangements.

7. Staff should use Panopto if available<sup>1</sup>. The default setting in lecture theatres and seminar rooms will be audio plus PowerPoint and pc screen. Staff may choose to use video and other options such as whiteboard or document camera if these are available. At the start of each lecture, staff should inform all present that recording will be taking place.
8. Recordings will be available only to students registered on the course, and will normally be available for that academic year, plus one year. Recordings will be available via a link from the relevant MyAberdeen site.
9. The Student Regulations, as signed by all students, clarify that misuse of recordings is not permitted. Recordings must only be used by the student as a personal aid for study purposes. The student **may not** share, publish or otherwise make the recording available in whole or in part to any other person
10. Students **are not** permitted to download recordings for private use, except with the permission of the member of the teaching staff delivering the lecture, who may enable the relevant podcast function.
11. Academics control access to their recordings and can choose in most instances to remove them at any time or to save them for use beyond the deletion date which is normally one year after the end of the academic year in which they were recorded.
12. Except where agreed between the University and the academic, recordings are not for public consumption. As stated in the University Policy Statement on Intellectual Property the University owns the intellectual property of the teaching materials created by staff and the recording of the lecture, whereas staff retain ownership of their performance rights which are licensed to the university for a limited period. All staff using Panopto are required to accept the relevant consent agreements in order to ensure that the University is legally entitled to make recordings available to students as per this policy.
13. Staff should be aware of their responsibilities under the University Copyright Policy and Guidelines<sup>2</sup>, particularly in relation to use of third party copyright material. However, the Copyright Policy allows for a 'risk managed' approach to working with copyright materials which is intended to support the University's primary mission of education, research and engagement.
14. Recordings **will not** be used for staff management purposes, including performance review or investigation of student complaints except with the explicit consent of those delivering the lecture or where this is permitted in accordance with the provisions of the Data Protection Act e.g. for law enforcement purposes.
15. Where staff use Panopto for recordings other than lectures, including preparation of teaching materials, student presentations, live broadcast across campuses and recording of seminars or conferences, special consideration should be given to Data Protection, Copyright, and Intellectual Property Rights issues.

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<sup>1</sup> <https://www.abdn.ac.uk/toolkit/documents/uploads/lecture-capture-panopto.pdf>

<sup>2</sup> University Copyright Policy and Guidelines: <https://www.abdn.ac.uk/library/documents/guides/qggen024.pdf>

16. All Schools will provide a School Level Statement stating their approach to implementing the Policy, which will be reviewed along with annual monitoring.
17. Express (opt-in) consent is required for the recording of external visitors speaking at events and a consent form must be completed.
18. This Policy is subject to the Regulations of the University.