

Consultation Schedule with Key Stakeholders:
 Parent Committees AC L&T and IS &ER
 Teaching and Learning Committees of the Colleges and ACE
 OCLA
 University Archivist

<i>College</i>	<i>Meeting and Discussion</i>	<i>Completed</i>
Business & Law	16.02.2018	X
SEFS	19.02.2018	X
Medicine and Health	27.02.2018	X
Arts, Celtic Studies and Social Sciences	Written response 23.03.2018	X
ACE	27.03.2018	X
Business & Law College Council	06.06.2018	X
OCLA	21.06.2018	X
OCLA	02.07.2018	X
OCLA	11.07.2018	X
DEAG AC L&T	01.09.2020	X
ALF	02.09.2020	X
AB	09.09.2020	X
Review by all stakeholders	Oct 2018 - Sep 2020	X

Lecture Recording Usage Policy University College Cork February 2019

Amended September 2020 (in light of COVID-19)

Policy Owner: Vice President for Learning and Teaching Policy

Approver: Academic Board

A centrally supported lecture recording service providing automated recording of lectures is available in the university. Lecture recordings may include video of the lecturer and/or a recording of the computer screen and associated audio.

Policy Objectives and Scope

The purpose of this policy is to provide a framework for the recording of teaching in University College Cork. This policy applies to all persons recording teaching including guests, occasional lecturers, and students.

Lecturers

Lecturers are encouraged to use recording and follow the instructions for its use at <https://www.ucc.ie/en/avms/lecturecapture/> and <https://www.ucc.ie/en/keep-teaching/gettingstarted/>

By opting to use recording, lecturers' consent to be recorded and for the recordings to be used and stored for purposes of learning, teaching and research.

If more than one staff member is involved in the module, the module coordinator should consult each lecturer as to whether recording will take place. Recording will only take place for lectures where the lecturer has agreed by opting to use lecture recording software.

The lecturer should advise those in the room that a recording is taking place. If all lectures in a module are recorded, this must be stated prominently in the module outline and in any course handbook, with students reminded of this regularly.

Where reasonable, as a consequence of Covid-19, all teaching delivered synchronously (including classroom discussion) is to be made available to students online in order to ensure equity of access for all. We recognise that circumstances may arise whereby staff are unable to provide a recording.

It is noted that some teaching may not be appropriate for recording, e.g. teaching containing confidential information or teaching containing personal data.

Retention

Staff control and review their content on an annual basis and decide what to delete or keep for teaching purposes as part of the annual 'rollover' of VLE content. Unless updated[/rolled over] by staff, recordings will be [automatically] deleted at the end of each examinable year.

Guest Lecturers

A guest lecturer consent and release form is a separate form requiring a separate signature. Guest Lecturer Consent to Record forms will generally be retained for 2 years but will be retained longer where (or as long as) guest lecture recordings remain in use. Guest lecturers may withdraw their consent to the use of their recordings at any time

Students

Students are provided with a notice advising them that lecture recording may occur as part of the UCC Data Protection notice for students: <https://www.ucc.ie/en/gdpr/dataprotectionnotice/student/>

Copyright and Legal Matters

If a lecturer uses third-party material in a presentation, for example a diagram, photograph, graphic or video from a book or from the internet, he/she should abide by copyright and other applicable laws. Acknowledgements should be present and **clearly legible** in the lecture material.

Lecturers are advised that the exception of making one copy of material for the purposes of instruction (see s.53 of the Copyright and Related Rights Act 2000) does not apply when a lecture is being recorded as this constitutes further copying. As such, where a lecturer shows an extract of a video, the lecturer should **pause** the recording.

It is important to be cognisant of and abide by the University's Acceptable Use Policy (AUP) when using lecture capture, as all AUP parameters will apply <https://www.ucc.ie/en/it-policies/policies/au-pol/>

In particular, lectures may not be used:
to distribute inappropriate material including material that is obscene, abusive, racist, libellous, defamatory or threatening;* for any purpose which is illegal or likely to breach applicable laws; as a forum to promote commercial objectives or activities which are unconnected with those of the University; or to distribute material which is confidential or proprietary to any third party or which otherwise infringes the intellectual property or data protection rights of any third party.

*an exception is made for demonstration and teaching purposes (AUP 4.2.1)

Use of Recordings

The university makes lecture recordings available to students for studying and exam preparation purposes in line with the university's teaching and learning strategy. Students must only use recordings for these purposes. Recordings linked with a module are to be viewed only by students registered for that module. Any other copying, editing, circulation or publication is not permitted without the express written permission of the lecturer.

Student Recording of teaching

Where teaching is not being recorded using a university system, students may request permission to record teaching if the recording is to be used solely for the purposes of studying, revising, and exam preparation purposes for their relevant course. This request must be made before commencing recording and must describe the proposed action and the medium proposed.

In deciding whether to grant permission, it is noted that some teaching may not be appropriate for recording, e.g. teaching containing confidential information, and teaching containing personal data.

Consideration will be given to reasonable accommodation for students with a disability under the Equal Status Act where appropriate.

Any breaches of this policy can be reported to the Deputy President and Registrar and may result in disciplinary policies being invoked.

This Policy should be read in conjunction with other relevant policy and strategy documents, particularly the following:

Acceptable Use Policy AUP - <https://www.ucc.ie/en/it-policies/policies/au-pol/>

- Student DP notice- <https://www.ucc.ie/en/gdpr/dataprotectionnotices/student/>
- IT Policies - <https://www.ucc.ie/en/it-policies/>
- Data Protection Policy - <https://www.ucc.ie/en/ocla/comp/data/dataprotection/>
- Data Protection Commissioner documents - www.dataprotection.ie
- Externally Hosted Personal Data Policy available at, <http://www.ucc.ie/en/it-policies/policies/>
- Student Policies and Procedures - <https://www.ucc.ie/en/studentexperience/policies/>
- Technology Transfer Policies, including IP Policy - <https://www.ucc.ie/en/techtransfer/university/policies/>
- Teaching & Learning Strategy - <https://www.ucc.ie/en/media/support/ovpt1/documents/StrategicPlanTeachingLearning2017.pdf>
- Student rules <https://www.ucc.ie/en/academicgov/policies/se-policies/#student-conduct>

Policy Review

If you have any queries in relation to this Policy please contact the Policy Owner:

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 Vice President for Learning and Teaching
 University College Cork
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 Email: vplearningandteaching@ucc.ie

This Policy is proposed for adoption in the academic year 2020-2021 and will be reviewed in 2021.

This policy may change from time to time but staff will be notified in advance of any changes.

VERSIONS of this document:

Version	Change
V ₁	Long document - with context and preamble
V ₂	Removal of long form rationale / contextual preamble
V ₃	Removal of "Panopto" so that lecture capture / recording is generic (to encompass all forms of recording).
V ₄	Removal of section "consent regarding student comments and questions" and addition of reference to AUP - specific sections emerging "Lecturers" "Students"

Version	Change
V5	Shortened to Policy only document. Clarification WRT to previous policy. Focus restated throughout on “lecture” form. Further consultation with DSS.
V6	Addition of student DP notice
V7	Addition of retention schedules
V8	Addition of detail in “legal matters”
V9	Clarification of retention schedules in consultation with university archivist. Removal of “Learning Analytics”.
V10	Addition of “Where reasonable, as a consequence of Covid-19, all teaching delivered synchronously (including classroom discussion) is to be made available to students online in order to ensure equity of access for all.” Removal of “Panopto” as now many forms of recording are in use – policy also applies to these.