Scope

Policy to provide details of the use of Lecture Capture at the University for staff, students and visitors.

Date approved/re-approved
2013

To be read in conjunction with

The Lecture Capture Guidance available on the LEaD webpage
Data Protection Policy
Copyright Policy
A Guide for Managing Intellectual Property
LECTURE CAPTURE POLICY

Introduction

Lecture capture is a system enabling both audio and visual recordings of presented sessions for both academic and extra-curricular activities. It is available to staff on an opt-in basis for the purpose of supplementing students’ learning and development. This policy applies only to automated recordings made or distributed using the Echo360 system, referred to as lecture capture hereafter. The policy will be reviewed periodically.

Lecture capture recordings are intended as a supplementary resource to improve students’ academic experience. They are not intended as a replacement for student attendance at sessions or as a replacement for face-to-face teaching hours. Lecture capture is used to enable greater participation and engagement to the benefit of the student learning experience, but is not intended to reproduce every aspect of the learning and teaching experience. Recordings made on the lecture capture system will not be used for purposes of monitoring, staff development or performance management.

File Management and Retention

Raw files will be kept for 30 days after the recording is made to facilitate editing. Recordings will be retained by default until the start of the following academic year. All recordings will be archived for 1 further academic year and subsequently permanently deleted. Files will be managed, published and deleted in line with published guidance.

Whilst every effort will be made to ensure operational reliability of the system and hardware, City University London cannot guarantee constant service constancy.

Access to Recordings

Recordings will be accessible in the first instance through Moodle. Recorded sessions will by default be available to an internal audience only, i.e. students and staff enrolled on the Moodle page relevant to the module. If further internal access or external publication is desired, staff should contact the designated support contact to enable this.

Intellectual Property

In accordance with the University’s policy on Intellectual Property, the copyright in teaching materials and electronic recordings of lectures will normally reside with the University. Staff will be required to assign performance rights in lecture capture recordings to the University, and to waive moral rights, for the purpose of allowing the University to manage recordings without seeking the permission of those appearing in them (for example, to archive, move or delete files).
Copyright Compliance

Staff using the lecture capture system must ensure that any materials recorded by the system do not breach third party copyright. It is the responsibility of individual members of staff, students or others working on behalf of the University to make legitimate use of third party material.

Where material authored by others is used in presented sessions, the individual must determine whether that material is subject to copyright by considering whether the intended use is either:

- lawful under statutory exception (for example “fair dealing for purposes of criticism or review”), or
- permitted by licence

If neither of the above applies, the individual must obtain permission from the copyright holder. This permission should be retained by the individual who requested it until such time as use of the copyrighted material is no longer required. If the copyrighted material is transferred to an archive, the permission documentation must also be transferred.

Consent

University Staff  
Staff wishing to use lecture capture must opt in to the system by consenting to the conditions laid out in the lecture capture consent form.

Guest Speakers  
Staff who wish to record guest speakers must ensure they have obtained agreement from the speaker(s) in advance. Speakers should be made aware that they will be recorded and should agree to the intended use(s) of the recording. They will need to sign the appropriate consent form.

Students  
Students will be notified of the potential to be recorded in programme handbooks and at the start of any module where lecture capture is in use. They will have the ability to opt-out of appearing in any recordings in the interest of privacy and safety.

Data Protection

Personal data will be stored and managed in accordance with the University's policy on data protection.

Approved by ExCo 2013