

## Swansea University Lecture Recording Policy

### 1 Background

- 1.1 This document sets out the University's policy on the recording of lectures and other group based learning activities.
- 1.2 Trials of lecture recording software have taken place at the University in addition to Media & AV technicians filming lectures and making recordings available to students via the eStream media service. Feedback on both forms of recording from staff and students has been positive. At Swansea and across the sector the demand for more learning activities to be recorded and made available to students is becoming more apparent.
- 1.3 Most recording of learning activities has been undertaken by students themselves using Dictaphones, other mobile devices, on their behalf by the Disability Office and the methods described above. However the University is beginning the roll out of a self-capture solution which will allow staff to record the audio and main presentation screen in many teaching spaces on campus. Coverage is currently limited, but the recording provision will be expanded over the next few years.
- 1.4 Educational benefits to recording learning activities provide a useful resource for students and can be used in the following ways, amongst many others:
  - Provide a summary aid for review, reflection and revision;
  - Assist students whose first language is not English;
  - Support students who are unable to attend due to illness;
  - Assist students who have particular educational needs.
- 1.5 The University recognises and acknowledges that:
  - Not all learning activities are suitable for recording, e.g. where there is use of whiteboards, demonstrations etc. or if a high degree of audience interactivity is used;
  - Where staff will need to change their preferred teaching style for the purpose of recording and this may be detrimental to the student experience, and is not encouraged;
  - Ethical issues, or the use of sensitive material which may render the recording as being inappropriate;
  - Lecture recording is provided to enrich the student experience; it is not a substitute for attendance and participation.

## **2 Policy**

- 2.1 All staff are encouraged to engage with and make use of the lecture recording facility provided by Information Services and Systems at Swansea. By default this is an opt-in service, the decision to make the recording will lie with the individual staff member/s delivering the learning activity or at Programme level (whichever is deemed appropriate within the College/School) and the availability of the software within the teaching space.
- 2.2 Swansea University expects staff and students to comply with all applicable UK & European copyright legislation. Staff should ensure they have the appropriate copyright clearance for any material covered within the recording. Further advice is available via [library@swansea.ac.uk](mailto:library@swansea.ac.uk) and guidance and training materials can be found on the SALT website <https://salt.swan.ac.uk>
- 2.3 Recordings should only be made accessible to those students enrolled on the course unless otherwise agreed by the staff delivering the learning activity.
- 2.4 Staff member/s delivering the learning activity should inform students that the activity is to be recorded and apply discretion and pause or later edit a recording, for example if sensitive material is being taught or if the recording is considered to be interfering with interactive teaching.
- 2.5 Any use of a recording other than for a student's personal use in relation to their studies or any unauthorised distribution, wholly or in part of a recording will be considered a breach of the [ISS Computer Regulations](#) and will be subject to disciplinary action.
- 2.6 Covert recording of any learning activity is not permitted and will be treated as a disciplinary offence.
- 2.7 Students may have the opportunity to make an audio recording of learning activities for study purposes where official recordings are not available. To allow this the student must, in advance of the learning activity, seek approval from the staff member/s delivering the activity. The decision to allow a recording will, however, lie with the staff member/s delivering the learning activity.
- 2.8 Any approved student recording must be deleted as soon as they cease to be a student of the University, use of any recordings will be governed by section 2.5 of this policy.
- 2.9 Recordings will not be used for staff professional development reviews or staff promotion purposes unless the staff member concerned chooses to do so.

## **3 Recording and disability**

- 3.1 Current arrangements for disabled students in relation to learning activity recording will be unaffected by this policy.

#### **4 Intellectual Property**

- 4.1 Recordings made using the software are governed by University's current policy on Intellectual Property, please see section 4 **Teaching Materials and other Academic Materials** for further information: [Swansea University policy on Intellectual Property](#)

#### **5 Data Protection**

- 5.1 If a recording contains footage of individuals, data protection issues may arise. Images of an individual may be classed as personal data if the individuals can be identified, as such the University will need to ensure compliance with the provisions of the Data Protection Act 1988.
- 5.2 In order to process personal data, which would include editing, storing and or distributing the video if it contains personal data, consent from the data subject is required. It is therefore important to notify any audience that the lecture will be filmed and make it clear whether they will be filmed.
- 5.3 The lecture recording solution being deployed does not by default record the audience. If filming will take place that may include the audience they should be informed verbally, by specific written notices and /or notices posted in prominent places.

#### **6 Data retention**

- 6.1 Once the supplementary examination period has concluded for the Academic year, all lecture recordings will be deleted from the system. It is the responsibility of content creators to inform SALT if their recordings are to remain available from one academic year to the next.