

## **Policy on the use of Engage: Echo 360 Active Learning Platform**

### **Preamble**

**The policy outlined below covers the recording of live face-to-face lectures using Echo360 in teaching venues only.**

### **Executive Summary**

This document sets out the policy governing the use of Engage, the lecture recording system used at the University of Nottingham. The policy sets a normal expectation that lectures in which the main purpose is the transmission of information should be recorded (audio and slides), but also describes a range of legitimate reasons for not recording lectures. Lecturers are given responsibility to inform their students whether they are or are not using Engage, and to ensure that students understand when their contributions are likely to be recorded.

The policy stresses that lecture recordings should be used by students to supplement and reinforce their learning, and should not be used either as an alternative to attendance or as a single source of authority for module content. The policy, and its accompanying document (Recording lectures at the University of Nottingham: context and research) refer to the research into the use and impact of lecture recording and commit to annual review based upon this literature and internal data.

### **Introduction**

The Engage Policy is owned by Teaching and Learning Committee. It is reviewed annually with due consideration given to the research literature, to developments in teaching and in learning technologies, and with reference to information provided by the Engage User Experience and Operations Board.

This policy covers:

- The recording of lectures and other educational activities using Engage
- The use of student data collected through the active learning features of Engage

The policy is also applicable to staff and students using tools other than Engage to record lectures.

The policy focuses upon the recording of 'live' teaching using Engage. The policy does not cover the production of video or audio content using other tools such as Microsoft Teams, or content that is pre-recorded: for that, see the separate 'Policy on the production and use of video and audio recordings of synchronous and asynchronous teaching materials for online delivery'.

This policy should be read in conjunction with 'Recording lectures at the University of Nottingham: context and research'.

### **General Principles of this policy**

The University is aware that some teaching staff have concerns over the use of Engage, in particular with regards to ownership of material, use of data in performance management, and possible impact upon student attendance. Due care has been taken to ensure that this policy is consistent with existing policies in these areas and with the legal guidance provided by [JISC](#). This policy seeks to normalise the use of Engage while offering safeguards in relation to these concerns.

It seeks to ensure that:

- Engage is used in ways that support the learning of students.
- Engage is used in ways that support the teaching and learning requirements of different academic disciplines.
- Engage provides supplementary tools to support teaching. Its' use is not intended to change existing good teaching practice.

- The University promotes a consistent message that lecture recordings do not provide a substitute for attendance.
- The Engage policy is renewed annually and updated as required to reflect findings from the research literature and from analysis of internal data.
- All users of Engage recognise that as recordings arise from live teaching events, they are subject to the same errors as these live events. Content should always be checked against further sources and should never be used as the sole authority in any academic work or professional practice.
- Staff and students are clear on their rights and responsibilities when using Engage.
- Engage does not compromise the University's commitment to ensuring that all places in which teaching and learning occurs are safe spaces for discussion and debate of sometimes confidential, sensitive and controversial material.
- Staff maintain the right to make individual judgements about the appropriateness of recording lectures where content may be sensitive or controversial.
- Advice is provided about the sharing and publication of Engage recordings and how this relates to University IP policy.
- Engage may be used for the collection of anonymised data to support regulatory requirements (e.g. TEF). [see 5.6]
- Engage is not used for the management of performance. The only exception to this is in cases of gross misconduct (as defined in University policies) where it may potentially provide a source of evidence.
- Where attendance monitoring is implemented, use of Engage is not acceptable as proxy.
- The use of Engage is consistent with other University policies and with UK legislation as appropriate (see below for links to related documents).

### Scope of policy

This policy applies to the use of Engage in timetabled lectures taking place on the University of Nottingham UK campuses. The policy may also be used to provide guidance with regards to the use of Engage for other forms of teaching: for example, seminars, tutorials, or public lectures.

[Local variations to this policy can be introduced at the University of Nottingham in Malaysia and in China in consultation with Teaching and Learning Committee.](#)

### Definitions of terms used in this policy

Data: information related to staff and students using Engage; e.g. number and length of recordings, number and length of viewings; use of Active learning features (notes, polls, confusion flags); learning analytics.

Echo 360: the third-party provider of Engage, the lecture recording and active learning platform used at the University of Nottingham.

Engage: the lecture recording and active learning platform used at the University of Nottingham.

Lecture: a presentation or talk on a particular topic that has been scheduled by the university timetabling service.

Lecture recording: the digital recording of a presentation or talk on a particular topic in a teaching session that has been timetabled by the university timetabling service.

Other educational activities: activities not classified as lectures which take place to support formal learning. These may include seminars, demonstrations, field work, laboratory work and certain forms of assessment.

### Policy

#### 1. Recording

- 1.1 It is a normal expectation that Engage is used to record lectures in which the main purpose is the transmission of information to students.
- 1.2 Where a member of staff chooses not to record a lecture, this should be communicated to students with a legitimate reason for not doing so.

- 1.3 Legitimate reasons for not recording all or part of a lecture include:
  - i. Where a lecture session includes a significant component of group discussion or other interactivity;
  - ii. Where recording would require staff to change teaching practice in such a way as this would be detrimental to student engagement and learning with the academic material to be covered;
  - iii. Where there are legal, ethical or privacy issues;
  - iv. Where a lecturer has serious personal difficulties;
  - v. Where the Engage service is not currently available in the room.
  - vi. Where the lecturer has chosen to pre-record audio and slides for their students.
  - vii. Service outage or reported technical failure.
- 1.4 Schools and Departments are responsible for implementing the policy and monitoring academic engagement with its provisions<sup>1</sup>. For example, they are expected to identify areas where the policy is not being applied and work with relevant academic colleagues to address any concerns they might have or meet their training needs as and when they arise.
- 1.5 Where a lecture recording is likely to include student contributions, students must be made aware of this and should have the option to request that a recording be paused or that this content be removed immediately and prior to publication.
- 1.6 The recording of lectures using Engage may involve audio and slides only. There is no requirement or expectation that recordings will include video.
- 1.7 Provision of Engage does not preclude staff or students from using other video production and live streaming services to record lectures and create content. Where other services are used, they are subject to the same provisions as outlined for Engage [see 2.4].
- 1.8 External speakers should be asked for their consent prior to the recording and publishing of their lectures. Academic schools and departments are responsible for organising the recording and publishing of Engage recordings of lectures given by external speakers.
- 1.9 Lectures are recorded for the benefit of a course cohort. Recorded lectures should be stored and remain available/published until the cohort has graduated, to a maximum of 4 years, unless a request has been made to the contrary, specifying the need for shorter or longer retention. [The Engage Operations and User Experience Board has oversight of the Engage deletions and storage process].
- 1.10 Lectures are normally recorded again for each successive cohort to ensure currency of academic material and relevance to the curriculum.
- 1.11 Recording of sensitive personal data, as defined in current legislation, shall not take place without the explicit written consent of the person(s) to whom the data relates.
- 1.12 In exceptional circumstances and with the approval of the Head of School/designated authority, Engage may be used to livestream lectures into additional teaching rooms.
- 1.13 The 'Scheduler' role within Engage may be used to automate recordings with the approval of a Head of School/designated authority and in consultation with Information Services.
- 1.14 In cases of service outage or local technical failure, staff are not required to reschedule teaching for the purposes of recording, or to create a personal capture.
- 1.15 For recordings of live lectures, Automated Speech Recognition (ASR) will be automatically switched on to promote the accessibility of content for students who need it, but it may be switched off if the resulting captions are unintelligible. There is no expectation that a lecturer edits those captions for accuracy, but another means of accessing essential audio content should be made available to students who need it.

## 2. Student use of lecture recordings

---

<sup>1</sup> Reports and analytics are in development in order to assist schools in monitoring comparative levels of engagement

- 2.1 Students may only use Engage recordings for the purposes of legitimate academic study.
- 2.2 Students who copy, circulate, or edit Engage recordings without authorisation may be subject to disciplinary proceedings.
- 2.3 Students may download Engage recordings to their personal devices but are expected to delete these once they are no longer a registered student.
- 2.4 Students should seek consent from staff before recording lectures on personal devices. No copying, circulating, editing or re-recording by students of these recordings is permitted.

### **3 Publication and Retention**

- 3.1 Recorded lectures should normally be published in advance of the next scheduled learning session for that module, or the next relevant session in a series in cases of large modules with parallel content streams. Where this is not possible (e.g. due to an intensive pattern of module delivery), it should be made clear to students when the recording will be available.
- 3.2 Where staff have chosen to edit recordings prior to publication, they should ensure that any delay to publication is notified to students.
- 3.3 Published content is only available to registered University of Nottingham students and staff with the exception of situations outlined in 3.4.
- 3.4 Staff may choose to share and publish content as follows:
  - i With colleagues external to the university for the purposes of academic collaboration or public engagement;
  - ii As open educational resources.

In such cases, the lecture must secure consent from any students or other individuals whose contributions have been recorded, and should ensure that the recording complies with copyright legislation.

- 3.5 Recordings of summative assessments will be kept in line with the University's standard retention policy.
- 3.6 Should a lecture recording be deleted (e.g. because it contains inaccurate or misleading information), it is the responsibility of staff to ensure that students have access to alternative or replacement materials as soon as possible.

### **4 Use of Engage data for Enhancement and for Service development**

- 4.1 Anonymised data relating to staff and student use of Engage will be provided to the Engage User Experience and Operation Board on a regular basis to inform service development and to inform reports and recommendations that the Board may make to Teaching and Learning Committee.
- 4.2 The University, its faculties and schools, may use anonymised data and learning analytics from Engage to support enhancement work.
- 4.3 Staff may choose to use Engage recordings and data for personal reflection on their teaching practice and, if agreed between colleagues, as part of a peer review process.

### **5 Use of Engage recordings and data in contexts other than Teaching and Learning**

- 5.1 The University will not use Engage recordings and data in staff performance management.
- 5.2 The University will not use Engage recordings and data in disciplinary proceedings, except in cases of alleged gross misconduct (as defined in University policies) where Engage may provide relevant evidence.

- 5.3 Recordings will not be used to cover University staff exercising their legal right to take industrial action without the member of staff's consent.
- 5.4 Engage recordings and data will not be used as evidence in student appeals and complaints unless they may provide evidence of relevance to a student support plan.
- 5.5 The absence of a lecture recording does not constitute grounds for student appeals or complaints unless provision of recordings is specified within a support plan.
- 5.6 The University, its faculties and schools, may use metrical data and learning analytics from Engage to support the preparation of submissions for TEF and other regulatory requirements. Such data may include number of recordings and number of views. It will not contain any personal identifying data.

## 6. Copyright, Intellectual Property, Performance Rights and Consent

- 6.1 As an employee of the University, and in accordance with the University's contracts of employment and intellectual property policies, all rights in materials created by the lecturer as part of the normal course of their employment, including the content of the lectures and course materials, belong to the University. Further details can be found in the University's [intellectual property](#) policies.
- 6.2 Whilst upholding the rights set out in 6.1, the University will seek the consent of the lecturer before copying, issuing, publicising, broadcasting or in any other way using the video and/or audio recording of the lectures for academic and/or commercial purposes. Where this occurs, individual academic contributions will be recognised (through citation) and considered as evidence of external engagement and/or 'citizenship'.
- 6.3 The University expects that all users will abide by the laws of copyright and fair use; use of third-party materials in any presentations or teaching activities must adhere to UK copyright law and to University policy. Staff are responsible for ensuring that the material does not breach copyright, and are expected to seek approval and amend accordingly, or take down promptly if found to be in breach.
- 6.4 Lecturers should be aware that while it may be permissible to show third party content in a lecture for educational purposes, it may be a breach of copyright to record and subsequently publish this content externally using Engage. Advice on copyright is available [here](#).
- 6.5 The University has the right to take down any recordings that have taken place without consent or that breach other UK and university policies.
- 6.6 Recordings should not contain personal data. Where this is unavoidable and for valid reasons, this personal data must be kept in accordance with the University's [data protection policy](#) and in adherence with the personal data protection principles.
- 6.7 Where there is significant disruption caused to teaching as a result of an exceptional situation (e.g. lecture theatre unusable due to fire), Schools may seek to use relevant recordings to support continuity of student learning. In such cases, the School should consult with staff to ensure that the content is appropriate. Staff will retain the right to refuse this reuse if the recorded material is inadequate or out of date. It should also be made clear to students that such recordings were made for different cohorts and should not be used as a sole source of learning.

### Related policies or documents

[Assessment Retention Policy](#)  
[Code of Discipline for Students](#)  
[Copyright](#)  
[Copyright Policy](#)  
[Data protection](#)  
[Digital Learning vision](#)  
[Equality, Diversity and Inclusion Policy](#)  
[General Data Protection Regulations](#)  
[Moodle Everywhere Policy](#)  
[Takedown Policy](#)