

## **Policy on the production and use of video and audio recordings of synchronous and asynchronous teaching materials for online delivery**

In this policy the term “recordings of online teaching material” is intended to mean video and audio recordings of synchronous and asynchronous teaching materials for online delivery. The recording of face-to-face lectures via the Engage system in teaching venues is not covered by this policy; the Engage Policy should be reviewed in this case.

### **Introduction**

This policy is owned by Teaching and Learning Committee. It will be reviewed in future years. This policy is consistent with that provided in the Engage Policy for the use of Echo360 lecture recordings.

This policy covers: The pre-recording of lecture and other teaching materials for online delivery, and can also be applied to the recording of live online Teams teaching activities where all attendees participate online. For the recording of live face-to-face lectures, see the [Engage Policy](#).

### **General Principles**

The University is aware that some teaching staff have concerns over the use of recording materials in teaching, in particular with regards to ownership of material and use of data in performance management. 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 offer safeguards in relation to these concerns.

It seeks to ensure that:

- Recordings of online teaching materials are used in ways that support the learning of students.
- Recordings of online teaching materials are used in ways that support the teaching and learning requirements of different academic disciplines.
- All users of recordings of online teaching material recognise that as recordings may arise from a single “take” at the recording or from a live online event, they are subject to the same errors as live face-to-face lectures. The content of recordings of online teaching material 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 recordings of online teaching material.
- Advice is provided about the sharing and publication of recordings of online teaching material and how this relates to University IP policy.
- Recordings of online teaching materials are 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.
- Staff maintain the right to make individual judgements about the appropriateness of recordings of online teaching material where content may be sensitive or controversial.

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.

### **Policy**

#### **1. Recording and publishing**

- 1.1 Recordings of online teaching material may involve audio and slides only. There is no requirement or expectation that recordings will include video of staff.
- 1.2 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.
- 1.3 Recordings of online teaching material are only available to registered University of Nottingham students.
- 1.4 Where the recording of a synchronous live session 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.

- 1.5 Staff may choose to share and publish recordings of online teaching materials 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 lecturer must secure consent from any students or other individuals whose contributions have been recorded, and should ensure that the recording complies with copyright legislation

- 1.6 External speakers should be asked for their consent prior to the recording and publishing of their teaching. Academic schools and departments are responsible for organising the recording and publishing of recordings of teaching given by external speakers.
- 1.7 Recordings of live face-to-face teaching activities, either face-to-face or online, should routinely have Automated Speech Recognition (ASR) 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 recordings of live lectures should have captions edited for accuracy, but another means of accessing essential audio content should be made available to students who need it. For pre-recorded audio or video content, where the recording is the principal means of delivering that teaching, the University has set itself a target of fully checked and edited captions for pre-recorded content by September 2022 in order to meet legal requirements. This is not required for teaching content in 2021-22, but staff are encouraged where possible to check and edit new pre-recorded content.

## **2. Student use of recordings of online teaching material**

- 2.1 Students may only use recordings of online teaching material for the purposes of legitimate academic study.
- 2.2 Students may download recordings to their personal devices but are expected to delete these once they are no longer a registered student.
- 2.3 No copying, circulating, editing or re-recording of recordings of online teaching material by students is permitted.
- 2.4 Students who copy, circulate, or edit recordings without authorisation may be subject to disciplinary proceedings.
- 2.5 Overseas students should remain mindful of national restrictions on access to specific types of recordings and online materials or content, and inform their tutor where this poses a challenge to their learning.
- 2.6 Students should seek consent from staff before recording live synchronous Teams sessions on personal devices. No copying, circulating, editing or re-recording by students of these recordings is permitted.

## **3. Use of recordings of online teaching material analytics for Enhancement and for Service development**

- 3.1 Data relating to student and staff use of recordings of online teaching material may be collected for regulatory requirements (e.g. TEF).
- 3.2 The University, its faculties and schools, may use data and learning analytics from recordings of online teaching material to support enhancement work.
- 3.3 Staff may choose to use recordings of online teaching material and data for personal reflection on their teaching practice and, if agreed between colleagues, as part of a peer review process.

## **4. Use of recordings of online teaching material and data in contexts other than Teaching and Learning**

- 4.1 The University will not use recordings of online teaching material and allied data in staff performance management.

- 4.2 The University will not use recordings of online teaching material and allied data in disciplinary proceedings, except in cases of alleged gross misconduct (as defined in University policies) where this material may provide relevant evidence.
- 4.3 Recordings of online teaching material will not be used to cover University staff exercising their legal right to take industrial action without the member of staff's consent.
- 4.4 Recordings of online teaching material and allied data will not be used as evidence in student appeals and complaints unless they may provide evidence of relevance to a student support plan.
- 4.5 The University, its faculties and schools, may use metrical data and learning analytics from recordings of online teaching material to support the preparation of submissions for TEF and other regulatory requirements

## **5. Copyright, Intellectual Property, Performance Rights and Consent**

- 5.1 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.
- 5.2 Whilst upholding the rights set out in 5.1, 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 recordings of online teaching material 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'.
- 5.3 The University expects that all staff 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.
- 5.4 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 in recordings of online teaching material. Advice on copyright is available [here](#).
- 5.5 The University has the right to take down any recordings that have taken place without consent or that breach other UK and university policies.
- 5.6 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.
- 5.7 Where there is significant disruption caused to teaching as a result of an exceptional situation, Schools may seek in the future 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 recording of online teaching material is inadequate or out of date.

### **Related policies or document**

[Code of Discipline for Students](#)

[Copyright](#)

[Copyright Policy](#)

[Data protection](#)

[Digital Learning vision](#)

[Equality, Diversity and Inclusion Policy](#)

[Engage Policy](#)

[General Data Protection Regulations](#)

[Moodle Everywhere Policy](#)

[Takedown Policy](#)

[Privacy Information for Students and Applicants](#)

[Privacy Statement](#)