

Classroom Recording - Policy & Procedures

1.0 Purpose

- 1.1 This document guides the AUIB community on policy and procedures for recording classroom activities at AUIB.
- 1.2 This policy is designed to safeguard the privacy and intellectual property rights of students, staff, and faculty members while promoting effective teaching and learning.

2.0 Scope

- 2.1 This policy pertains to all individuals, including students, faculty members, and staff members of AUIB, who record or participate in in-person or virtual classroom recordings. Recordings include all types of classroom recordings, such as audio, photographic, video, and video screen captures.
- 2.2 This policy is not intended to regulate security campus facility recordings for security purposes.

3.0 Definitions

- 3.1 Classroom recording - The act of capturing audio, video, or screen content of classroom activities for educational purposes.

4.0 Policy

- 4.1 All individuals in a classroom must be notified regarding the intention to record activities and intended use prior to the recording.
- 4.2 Faculty members must obtain explicit consent from classroom attendees before recording any classroom activities, either in person or virtually. Attendees have the right to refuse consent without consequence.
- 4.3 Students are allowed to make personal recordings, such as taking pictures or audio recordings of lectures, for their own educational purposes. However, students must obtain explicit consent from other students, faculty, instructors, members, or guests before recording any classroom activities, either in person or virtually. Students, faculty members, and guests have the right to refuse consent without consequence.
- 4.4 Classroom recordings may be used as teaching supplements, revisions for learning enhancement, accessibility accommodations, or academic research. In the case that classroom recordings are used for academic research purposes, faculty must comply with approved ethical guidelines in the established research protocol and applicable AUIB regulatory bodies to maintain proper privacy and confidentiality of individuals involved in the recordings.
- 4.5 Recordings must not be shared or distributed without the consent of all parties involved, except as required by law or AUIB university policy.

- 4.6 Legal and security measures should be taken to safeguard recordings, including technical and administrative controls, to ensure that they are not illegally copied or distributed.
- 4.7 Access should only be granted to authorized individuals, such as enrolled students, faculty members, and individuals explicitly approved by the faculty member.
- 4.8 Faculty members have the moral right to be recognized as the author of recorded content in course material; however, the university retains a non-exclusive, royalty-free license to use those recorded materials from the course for educational and non-commercial purposes. All such materials, if used outside the classroom, should be used in an ethical manner by students, faculty and others.
- 4.9 The Office of Academic Affairs is responsible for addressing any faculty concerns related to classroom recordings, while the Director of Student Affairs is responsible for addressing any student concerns.
- 4.10 Violations of the policy are subject to disciplinary procedures through either AUIB Faculty Disciplinary Policy or Student Misconduct Policy, as appropriate. Non-compliance can result in further disciplinary actions, legal penalties, or both.

5.0 Procedures

- 5.1 Faculty members shall inform students verbally of their intent to record classroom activities at the beginning of the lesson.
 - 5.1.1 Instructors planning to record lectures for educational purposes, accessibility, and student support must ensure they are compliant with the AUIB Access to Private and Confidential Information policy before commencement. Instructors should be aware of regional, cultural, and traditional objections to certain recordings, such as visual images.
 - 5.1.2 Instructors who intend to record should refer to this policy in the course syllabus.
 - 5.1.3 The inclusion of the lecture recording policy in the syllabus should be transparent and allow students to exercise the right to opt out. Alternative arrangements for student learning and participation will be made available for students who decline consent, without consequence to the student.
 - 5.1.4 Faculty members shall clearly outline the purpose of the recordings and how they will be used to enhance student learning.
- 5.2 Faculty members must provide students with the chance to ask questions and must provide clarification regarding the classroom recording process before recording begins.
- 5.3 If guest speakers or external participants are present, faculty members must inform them about the recording and obtain their consent.
- 5.4 Students must obtain written or recorded verbal explicit consent from faculty members before recording in the classroom (audio, video, pictures, etc.).

5.5 Students will be informed in advance about any assessment that involves recording, allowing them an adequate timeframe to speak to the faculty member, express any concerns.

5.5.1 Faculty members will make reasonable efforts to address the student's concerns while ensuring the integrity of the assessment process.

5.6 Classroom recording, including third-party vendors, should minimize disruption to the learning environment and be conducted in a manner that respects the instructional process and the privacy of students and faculty.

5.7 Recordings may be posted through the Learning Management System (LMS) or any other approved means the faculty member deems appropriate.

5.8 When faculty members utilize online platforms, such as the LMS, or other secure platforms, to store and share classroom recordings, they shall communicate access instructions to students and provide them with secure login credentials or access links to the recordings.

Related Policies and Documents

Access to Private and Confidential Information Policy

Copyright Policy

Data Protection and Privacy Policy

Records and Retention Management Policy

Syllabus Policy