



POLICY ON AUDIO VISUAL MATERIAL TO SUPPORT LEARNING

VERSION CONTROL STATEMENT

Version No:	1.0
Author:	Derek Robertson, Learning and Teaching Support Team Manager
Approved By	Education and Student Experience Committee
Approval Date	2 September 2020

Contents

Background	3
Purpose	3
Definitions	3
Lecture capture requirements and availability	3
Intellectual property and Performers' Rights.....	4
Data protection, retention and reuse	5

Background

1. For a number of years the University has provided a lecture capture service, which is currently branded as 'Listen Again'. Listen Again is provided via the Panopto software platform. All designated teaching rooms are equipped with Panopto recording software and staff can install the recorder software on University-managed computers.
2. The University supports lecture capture as it allows students to review lecture material, helps to support different approaches to learning and teaching, acts as a reasonable adjustment for students with differing support needs, assists students who have English as a second language and increases student satisfaction.
3. Audio-visual material beyond lecture capture is increasingly being used to support learning – Sections 4 to 5 of this policy cover any video or audio material produced by University employees in support of learning and teaching at the University.

Purpose

4. This policy sets out the University's position on ensuring that students, as a routine part of their learning and study, have access to recorded lectures and other audio-visual material, and to specify the obligations and rights of the various stakeholders in the process.

Definitions

5. Audio-visual material to support learning includes, but is not limited to, lecture capture, screencasts, podcasts, webinars recordings, interviews, demonstrations or pieces to camera. This policy also covers audio-only and moving visual images.
6. Lecture capture is the recording of audio, video or screencast material from lectures and classes to allow students to engage effectively with learning materials and to use as a revision tool. It is intended to supplement the student experience and not to replace live classroom interaction. However, the University may, in exceptional circumstances, use lecture capture or other audio-visual content to provide primary support for learning during periods of disruption. Examples of exceptional situations might include significant disruption from adverse weather, pandemic, government guidance, industrial action, or the loss of part of the University estate. Under these circumstances, lecture capture content will not be used solely in lieu of missed teaching, but will be supported by other learning opportunities, such as revision or study sessions at a later date.

Lecture Capture Requirements and Availability

7. This policy requires that, for all undergraduate and taught postgraduate modules, University staff delivering lectures in teaching spaces where recording facilities are available use lecture capture to record every lecture.
8. Non-lecture based teaching, either face-to-face or online, such as tutorials, seminars, practical classes, feed-forward/feed-back sessions or flipped classroom classes are not required to be recorded, but, where facilities allow and there is pedagogic benefit in doing so, University staff are encouraged to do so.

9. Lectures should be recorded when delivered by a member of academic staff employed by the University and not when delivered by, for example by a guest speaker, except with their express agreement. Lecture recording can be paused by the lecturer, for example when carrying out a discussion or groupwork or dealing with a sensitive topic during the lecture.
10. Recording of lectures must be released to students as soon as they become available. Panopto manages this process automatically, so currently no action is required by the lecturer.
11. In order to promote student access to recordings, in particular where a student has unreliable or inconsistent access to Wi-Fi when studying off campus or where a student has a relevant ARUAA, recordings will be available to download for offline viewing.
12. Where an external speaker is delivering a lecture as part of a taught module, permission to record the lecture should be sought in advance. The external speaker should complete a [Lecture Capture Consent form](#). Under the terms of this agreement copyright of the lecture material remains with the speaker but the University is granted licence to use the recording in support of learning and teaching.

Intellectual Property and Performers' Rights

13. Lecture capture and other audio-visual content intended to support learning is created by lecturers during their paid employment with the University. The University is, therefore, the owner of all such lecture capture or audio-visual content, including its copyright and intellectual property.
14. Students are granted access to lecture capture and audio-visual content solely for their personal use in support of their studies. Any use of a recording for any other purpose, or any unauthorised distribution of a recording will be considered in breach of the University's [Acceptable Use Policy](#) and may lead to disciplinary action being taken against the student.
15. Students are permitted to make audio-recordings of lectures for their own personal use. The use of personal recordings for any purpose other than private study is a disciplinary offence
16. Where lecture recordings or other audio-visual material include third-party materials, it is the responsibility of the lecturer to ensure that the intellectual property rights of third parties are not infringed by being included in a recording. Advice on acceptable use of third-party material, including what is permitted under various licences held by the University, is available in the [Library's copyright guide](#). Only material that complies with University licensing agreements or that might be considered 'fair dealing' as illustration for instructional under Section 32 of the Copyright Designs and Patents Act of 1988 may be recorded.
17. Where a member of University staff has performer's property rights in the recording of a lecture or other material they agree that the University may use their performance for the purposes highlighted in this policy. Members of University staff wishing to assert their right to be identified as author or performer should do so as part of the recording, for example on an introductory slide.

Data Protection, Retention and Reuse

18. Some material recorded during lecture capture or other recordings, such as staff or student voice or image, will be considered as personal data and will be stored, retained and processed in accordance with the [University's GDPR policy](#). The University is using this information to provide a lecture recording service in support of learning and teaching. Information processing in this case is covered by the contractual condition specified in section 26 of the GDPR policy.
19. When sessions other than lectures (where recording will be the default position) are to be recorded and student images or voices may be recorded during that session, lecturers or tutors should warn students that the session will be recorded. University staff and students can negotiate how recording of such sessions will be approached to strike the right balance between allowing students to discuss matters freely while providing a recording to support learning. Where personal details of a participant are recorded which could compromise their own or another's safety, privacy or wellbeing, steps should be taken to delete that section of the recording before issue.
20. Students retain access to online learning and teaching material for the duration of their studies. The University will therefore retain lecture capture and audio-visual content for a period of 4 years (the duration of an uninterrupted undergraduate programme). The material will continue to be stored securely and only students with appropriate permissions will have access to it. Anyone wishing to delete material sooner than the normal 4-year period must obtain permission from the Associate Dean for Learning and Teaching within the Faculty responsible for the relevant module. Anyone wishing to reuse a recording in a later module should copy the recording into the appropriate module folder in Panopto.