

**POLICY****VIDEO AND AUDIO RECORDING OF CLASSROOM LECTURES****Purpose**

To improve student learning and the retention of students.

**Application**

This policy applies to all faculty members who voluntarily agree to the record their classroom lectures at Ridgewater College and students accessing the recorded classroom lectures.

**Background**

This policy manages the recorded classroom lectures in the same manner as course materials developed by faculty members. Pursuant to [MnSCU Board Policy 3.26 - Intellectual Property](#), faculty members own their scholarly work which includes the course materials they develop. This policy also seeks to preserve a balance of intellectual property rights of the faculty member, the privacy rights of the students present in the classroom and the educational goals of Ridgewater College.

**Definitions**

- a) **Classroom Lecture:** Classroom lectures are lectures provided by a faculty member in his or her role as an instructor in a classroom or classroom setting as part of a course with enrolled students.
- b) **Public Lecture:** Public lectures are typically open to the public and a speaker presents in his or her professional role as a scholar or expert, rather than as an instructor as part of a course.
- c) **Student Participation:** Students will be deemed “participating” in a classroom lecture if their image or voice is captured in the recording.

**Recording Classroom Lectures**

Faculty members may voluntarily make audio or video recordings of classroom lectures for instructional purposes related to their courses at Ridgewater College. Students are not permitted to record classroom lectures using personally owned recording devices (e.g. iPod, video/camera phone, digital recorder, etc.) unless permission is obtained from the faculty member and there are no objections from any of the students present in the class. Permission to record a classroom lecture that a faculty member grants to a student is limited to the student’s own personal use and for educational purposes only.

If a student receives permission from a faculty member to record a lecture using equipment not provided by Ridgewater College and there are no student objections, downloading such a recording to a computer or other electronic device, distributing the recording or derivative work of the recording to any other person, or using the recording for any purpose other than the student’s own personal education is prohibited unless written permission is obtained from the faculty member and the students participating in the recording. Unauthorized downloading, file sharing or distribution of all or any portion of a recorded classroom lecture may be deemed a violation of the [Student Code of Conduct](#) and other applicable policies and laws.

Students may record a classroom lecture as part of an accommodation under the Americans with Disabilities Act. Permission should be coordinated among Ridgewater College, the faculty member and student.

**POLICY****VIDEO AND AUDIO RECORDING OF CLASSROOM LECTURES, continued****Use of the Video or Audio Recording**

A recorded classroom lecture may not be used for any purpose except to meet the educational objectives of that particular class.

An audio or video recording of a faculty member's lecture that includes student participation may only be used by Ridgewater College students for their personal educational benefit. The faculty member shall control how the recorded lecture is used at Ridgewater College (e.g., what classes may use it, the retention period, other faculty who can access it, etc.)

An audio or video recording of a faculty lecture that does not include student participation may be used by the faculty member in the same manner as other course materials owned by the faculty member.

The faculty member has the freedom to control their recorded lecture, to delete it after the semester or preserve it for use in future semesters. Recorded lectures will be automatically deleted if a faculty member leaves Ridgewater College, unless the faculty member provides written permission for the continued non-profit educational use of the recorded lecture by Ridgewater College.

**Additional Uses**

Use of a recorded lecture that includes student participation may not be used, shown or distributed to any other individual or group without the express written permission of the faculty member, every student enrolled in that class and Ridgewater College. All requests for use of a recorded lecture involving only the faculty member shall be handled by the faculty member.

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*History:*

*09.26.12 Adopted*

**PROCEDURES****VIDEO AND AUDIO RECORDING OF CLASSROOM LECTURES****Permission and Consent**

Faculty lectures may only be recorded after obtaining the permission of the faculty member and the consent of the students. Student consent shall be implied when a student enrolls in a course in which the course description publicizes that recording of course lectures may occur. Students shall also sign a Ridgewater College consent form allowing their voice and likeness to be recorded and the recorded lecture to be used only for non-profit educational purposes at Ridgewater College. The intent to record the classroom lectures should also be referenced in the course syllabus and the faculty member should discuss the topic during the first class.

**Content Used in Recorded Lecture**

All content used in a recorded lecture shall be free of copyright infringement. Faculty members shall clear the copyright of any materials planned for use in their lectures prior to recording the lecture. See [System Procedure 3.27.1 - Copyright Clearance](#).

**Use of the Recording Equipment and Technology**

Use of any recording equipment and technology owned, leased or licensed by Ridgewater College shall be for the non-profit educational purposes of students enrolled at Ridgewater College. Any other proposed use of this equipment requires the written permission of Ridgewater College.

**Student Viewing and Listening To a Recorded Lecture**

Recorded lectures will be made available to students in a streaming audio/video format through D2L or other formats as deemed appropriate by the faculty member. Students who receive or are provided access to a recorded lecture are prohibited from downloading the recorded lecture to a computer or other electronic device, circumventing technology controls, or distributing the recorded lecture or any portion thereof to anyone.

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*History:*

*09.26.12 Adopted*

**Additional Resources:**

- [Board Policy 3.26 - Intellectual Property](#)
- [Board Policy 3.6 - Student Conduct](#)
- [Board Policy 5.22 - Acceptable Use of Computers and Information Technology Resources](#)
- [System Procedure 3.27.1 - Copyright Clearance](#)
- [System Procedure 3.6.1 - Student Conduct](#)
- [System Procedure 5.22.1 - Acceptable Use of Computers and Information Technology Resources](#)