

Policy cover sheet

Policy name	Use of recordings for remote teaching and learning
Purpose	To set out the University's policy on the recording of material by lecturers and students for any period of disruption to residential teaching
Owner	University
Contact	Melissa Rielly, melissa.rielly@admin.cam.ac.uk or via educationalpolicy@admin.cam.ac.uk
Approved by	General Board's Education Committee (<i>via Chair's action</i>)
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Version	1.0 final

Use of recordings for teaching and learning remotely during the cessation of residential teaching at the University

Purpose

This document sets out the University's policy on the recording of material by lecturers and students utilising the Panopto desktop recorder and other recording technologies provided by the University ('provided recording') for any period of disruption to residential teaching; for example, the coronavirus (COVID-19) pandemic.

The provision of these technologies is intended to be an enabling device for lecturers and students to continue to make the most of the teaching and learning experience across the collegiate University. Policies and procedures for the use of remote and blended teaching and learning utilising these technologies during normal residential delivery are being taken forward separately under the management of the University's Technology Enabled Learning Development Board.

During the period when residential teaching has ceased, however, it is anticipated that the use of the recording technologies may include, by way of example, the recording of lectures, practicals and presentations, small group discussion/panel sessions and submissions for formative and summative assessment.

This Policy applies regardless of the recording technology provided by the University which is chosen by individual lecturers and students.

Policy

This Policy applies to all lecturers and students utilising the provided recording technologies to make recordings for teaching and learning remotely and to those participating in those recordings for this purpose.

1. Copyright and Intellectual Property

1.1 [Statutes and Ordinances of the University of Cambridge, Intellectual Property Rights regulations](#) provide for copyright in a lecturer's original teaching materials to remain with the lecturer; the University is granted a non-exclusive, royalty-free, perpetual licence to use the material for the teaching of its students. Also, the regulations provide that, subject to certain exceptions, the entitlement to intellectual property rights in material created by a student rests with the student.

1.2 Participants in any recording (meaning anybody whose voice or image is recorded) need to consent to the recording, such consent giving the necessary permission required to permit the recording to be used for teaching and learning remotely in accordance with this Policy. Given the nature of recordings for remote teaching/learning purposes, consents may be acquired orally (and may be provided at the start of a recording as confirmation of consent). The person initiating the recording shall be responsible for maintaining a record of those consents.

1.3 All persons utilising the provided recording technologies must ensure that recordings do not infringe the intellectual property rights, including copyright, of any third party, nor contain any

restricted information in actionable breach of confidence or in breach of data protection law, nor constitute a breach of publishing or collaboration or other agreement that governs their research or work at the University or elsewhere.¹

2. Usage, Access and Retention

- 2.1 Recordings as required for teaching and learning remotely will be made available to and accessed only by those students and lecturers via the relevant course section/silo in the University's Moodle or other University-provided restricted access teaching platforms/Virtual Learning Environments (VLEs). For the avoidance of doubt, use of recordings for teaching and learning remotely are to be provided only to the cohort of students, or individuals within the cohort, for the purpose for which the recordings are prepared. The recordings, including excerpts, are not for wider release, including use by the general public, and may not be published, disseminated or shared in any format or media.
- 2.2 Students are permitted to make recordings for the purposes they are instructed. Use of recordings made by or provided to students is permitted only for their own private study and non-commercial research.
- 2.3 Subject to changes in external circumstances to which this Policy applies, recordings will be made available only during the academic year in which the recording takes place. Recordings will be retained for one year and managed in line with the University's [Statement of Records Management Practice](#). Recordings are not to be used for continuing professional development or career progression; students will not be permitted to access recordings after the agreed access period and an archive will not be provided.
- 2.4 Recordings and any personal data of participants in any recording made under this Policy will be managed in line with the University's data protection policies, available at: <https://www.information-compliance.admin.cam.ac.uk/data-protection>, including Statement of Records Management Practice and Master Records Retention Schedule.
- 2.5 Recordings will not be used for staff performance management, although may serve a useful purpose for self-reflection and teaching enhancement in the hands of the lecturer.
- 2.6 Recordings may be used for University research to improve student access to lecture and other teaching material (for example, in improving captioning and transcription techniques) and the use of remote and blended teaching and learning during normal residential delivery.

3. Further information

- 3.1 Further information about teaching and learning remotely:
<https://help.uis.cam.ac.uk/service/teaching-and-learning/lc-oev/>
and

¹ Further information and support on these issues may be accessed:

- Copyright information via the Legal Services Office: <https://www.legal.admin.cam.ac.uk/how-we-can-help/copyright-compliance> (Raven access), also available at <https://www.student-systems.admin.cam.ac.uk/moodle/copyright> ;
- Data Protection information via the Information Compliance Office: <https://www.information-compliance.admin.cam.ac.uk/data-protection>

<https://www.vle.cam.ac.uk/course/view.php?id=180842> (Raven access)

3.2 Information from the Cambridge Centre for Teaching and Learning on *Teaching Remotely*:

<https://www.cctl.cam.ac.uk/teaching-remotely>

Document Control Box

Owning Committee: General Board's Education Committee

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