

VCC Guidelines for Recording Classroom Activities

Purpose

For the purpose of these guidelines, “**class recording**” is defined as audio recording, video recording, and/or transcript creation of lectures and/or other synchronous/live classroom activities, whether occurring online or in-person, that is made for instructional purposes. Class recordings may include audio or video of instructors, students, and/or guest lecturers as well as digital materials projected on a screen such as PowerPoint slides.

Class recordings can be an intentional and valuable part of course design by providing flexibility for engaging with or reviewing materials and enhancing accessibility of learning materials in a course (e.g. through automated closed captioning). Instructors may also have valid pedagogical reasons for not wanting to record classroom activities, including the nature of the material and discussion topics. There are also institutional considerations around the requirements for cloud storage space of recordings. Recording class lectures/activities should be carefully considered as to the purpose, intent, and consider the lifespan of the recording.

Instructor Considerations: VCC Instructors have the choice to record classes, but there are requirements to notify students and (potentially) seek consent, depending on how you intend to distribute the recording. Recordings are the Intellectual Property of the person presenting in the recording (usually the instructor). As an instructor, you are also responsible to use AI technology in line with institutional guidelines. Please do not upload any classroom recordings to non-approved AI (ex: otter.ai, ChatGPT) tools for summarization, learning activity generation, etc., and never upload any portion of a recording that may contain personal information to an AI tool.

Student Considerations: Where recordings of classes are available, they are generally for your academic use within that particular course and must not be shared or copied without explicit permission of the instructor. As a student, you are also responsible to use AI technology in line with VCC institutional guidelines. Please do not record or upload any classroom recordings to non-approved AI tools (ex: otter.ai, ChatGPT) for summarization, learning activity generation, etc.

The following principles inform and guide class recordings at VCC.

RECORDING OF CLASSES

Notifying Students

- Students **must** be notified that the class will be recorded, and how the recordings will be stored/distributed. Ideally, this information will be included in writing (for example, course syllabus), but can also be done orally before the recording starts.

- Inform and provide students with the option to turn off their cameras (online session) or sit where their image will not be recorded (in-person class), wherever possible.
- Students are **NOT** required to sign a consent form if the recording is done through institutional tools (Microsoft Teams with employee login, Kaltura) and only made available through Moodle/Kaltura Mediaspace for students within the same course instance.

Obtaining Consent

- Guest lecturers must always be notified that the class will be recorded. Share the [Consent to Use of Image or Recording](#). If a guest lecturer agrees and signs, they are providing permission and recording can be done. A guest lecturer can choose not to consent, in which case, recording should not be done.
- Reuse or revision of recordings requires permission from the Intellectual Property owner, unless:
 - a. the recording is licensed with an open license that permits reuse (e.g. Creative Commons), or
 - b. there is other permission to reuse indicated in the recording.
- If the instructor wants to make a class recording that includes students more widely available within VCC (e.g. shared to another class, or subsequent year of the same class), then consent from students who appear in that recording must be obtained. Share the [Student Consent to Use Class Recording Form](#). If the students do NOT consent, all of their personal information (all images/video/audio) must be removed or obscured. If this is not possible, do not distribute the recording.

Intellectual Property and Privacy

- Individuals who appear in recordings have a right to privacy under the *Freedom of Information and Protection of Privacy Act* (FIPPA).
- Recordings made of lectures and other classroom activities are usually considered to be the intellectual property ('IP') of the instructor who makes those recordings.
- If the recording includes presentations made by guest speakers, they own copyright in these presentations. Permission to record this copyrighted material is granted through a combination of notification and consent (see section above).
- Keep in mind that recordings may contain third party copyrighted material. For example, presentation slides may contain images or content that is copyrighted by 3rd parties (ex: textbook publisher slides). Permission to include excerpts of copyrighted material is generally granted by the "fair dealing exception" in the copyright act.

Access and Use of Recordings

- Using VCC's institutional educational technology and software ensures you are upholding student privacy and security requirements in the recording, storage and distribution of class recordings.
- Class recordings must be stored in a secure location and on an approved VCC platform: VCC's OneDrive (VCC Teams recordings automatically record here), Kaltura MediaSpace, and Poodll (within Moodle) are acceptable. Storing recordings on an unapproved platform (e.g. Dropbox) may be a breach of FIPPA.

- It is strongly recommended to distribute class recordings through Moodle, so only students enrolled in the course during the same term as the class recordings can access them, as this is the least privacy-intrusive option.
- Recordings made available through Moodle (or other system where there is a defined cohort of students with permissions to view the material) must not be distributed beyond the course or reposted elsewhere, without the explicit permission of the instructor (and/or others who own the copyright in the recording).
- Instructors must delete class recordings **one week after the course has finished**.

Note: Recorded Student Assessments

Recordings made for the purposes of assessment are distinct from a recorded class lecture/activity. Recordings made for the purposes of student assessment must follow VCC [Policy 520: Records Management](#) of storage for 2 years.

Guidelines on Recordings Made by Students

1. Students are permitted to make **audio** recordings of classroom activities solely for personal academic use, unless the course syllabus or the instructor state otherwise.
 - a. Choose basic recording apps that store files locally on your device (e.g., Android Voice Recorder, iOS Voice Memos, your device's camera app).
 - b. Keep recordings private. Store recordings securely and delete them when no longer needed.
 - c. Do not record with Wearable AI (ex: meta glasses) and/or AI apps that automatically upload, transcribe, or summarize recordings using cloud-based AI (ex: MeetGeek, Galaxy AI). These tools may upload data to external servers for processing and training, and data may be reused.
2. Students may **not** share, release, distribute, duplicate, post online or on social media, or publish the audio recordings in any form, including facsimiles (e.g. a transcript, an AI-generated summary). To do so may violate copyright or privacy laws.
3. If students want to create video recordings (e.g. classroom demonstration of a technique or tool) or share any recordings on social media or other platforms outside of the classroom, they may only do so with explicit permission from the instructor and classmates. If not already addressed in the syllabus, instructors may provide this permission verbally or in writing on a case-by-case basis.
4. Instructors may request that all students stop recording, or not record at all, during certain classroom activities where it would be a violation of privacy, confidentiality, or respect. For example: during the sharing of Indigenous Traditional Knowledge; where a guest speaker has not consented to recording; when students' sensitive personal experiences are being discussed; or when the pedagogical intent requires a confidential or spontaneous learning environment. Students should not record when it is inappropriate to do so.
5. Students are responsible for the recordings they create and may be held liable under privacy, copyright, and any other applicable law in the case of any misuse of recordings.

Accommodations for Students with Disabilities

Under Policy 327 [Accommodation for Students with Disabilities](#), students may request accommodations for disabilities or ongoing medical conditions through the Disability Services department at VCC. Accommodations granted under this Policy take precedence over any restrictions on recordings imposed by the instructor, or as may generally exist or arise under the department's or school's policies. Disability Services will provide instructors with a letter of accommodation stating the provided accommodation of audio recording of classroom lecture. Students sign an audio recording agreement with Disability Services that outlines that the recording is solely for personal academic use; that the recording cannot be distributed or published, including online; and that the student must also respect occasions where recording or notetaking would be inappropriate for all students in the class.

Instructors should **not** inform their classes when a student has an audio recording accommodation. As a general practice, instructors are encouraged to include a brief statement in their course syllabus, Moodle shell, or student handbook noting that some students may have approved recording accommodations and that course content may be recorded for accessibility purposes. Any questions about suggested language for statements or for support about audio recording and its application in different settings (classrooms, labs, Work Integrated Learning) can be directed to disabilityservices@vcc.ca.

For questions about these guidelines, contact the Centre for Teaching, Learning and Research: iasupport@vcc.ca.

For questions about privacy, contact the VCC Privacy Office: privacyandfoi@vcc.ca

Consent to Use of Image or Recording

Coordinating VCC Department / Instructor Name:

Image/Recording Collection Date:

Image/Recording Location/Class:

How VCC will use and disclose the Images/Recordings:

How VCC will identify you in the Images/Recordings:

By signing below, you give Vancouver Community College ("VCC") permission to use images and audio-visual recordings of you ("Images/Recordings") as follows:

- You grant to VCC permission to record, reproduce, transfer, transmit, and display the Images/Recordings as explained above.
- VCC may crop, alter or modify the Images/Recordings or combine them with other images, text, audio recordings and graphics.
- The Images/Recordings may be stored and accessed outside Canada.
- VCC is authorized by section 26 of the British Columbia *Freedom of Information and Protection of Privacy Act* to collect the Images/Recordings and the information on this form.

Your first and last name (please print):

Your signature:

Today's date:

Your email address:

Please contact the coordinating department as identified above, if you have any questions about the collection or use of these images/recordings.

Student Consent to Use Class Recording

Student First and Last Name	
VCC Student ID	
VCC Student Email	
Instructor First and Last Name	

I authorize my instructor at Vancouver Community College (VCC), as identified above, to use and disclose my personal information that is included in the class recording of **[Date of Recording]** of **[Course Name and ID]** for the following purpose:

[Specific details of where and when recording will be posted or shared, e.g. on Moodle in another term of same course, a different course, etc. and for what purpose, to be provided by the instructor]

This consent is valid from the date this form is signed and may be revoked at any time.

Signature of student giving consent:	
Date signed:	

Please contact the instructor or department as identified above, if you have any questions about the collect or use of this class recording.