

Class Session Recording and Release Policy

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Past Revisions:			
Review Cycle:	3-year cycle		
Applies From:	Immediately		

Major changes/additions since the last version was approved are indicated by a vertical line in the left-hand margin.

1 Introduction

1.1 Purpose

The purpose of this policy is to outline the practice and processes relating to Class Session Recording and Release.

1.2 Scope and Application

- a This policy applies to all Ara learners and lecturers.

1.3 Formal Delegations

There are no formal delegations associated with this policy.

1.4 Definitions

- a **Recording** – For the purposes of this policy means capturing part or all of a class session via audio, video, photographic or other technologies, or the product of such capture (e.g. a photograph, video, or audio file).
- b **Class Session** – For the purposes of this policy includes all class sessions, tutorials, laboratories, seminars, and other teaching activities relating to enrolled learners.
- c **Moodle** – Ara’s Learning Management System (LMS).

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Related Ara Procedures and Forms <ul style="list-style-type: none"> • 	Related Ara Policies <ul style="list-style-type: none"> • CPP105a Code of Conduct for ICT Users • APP302 Copyright
Related Legislation or Other Documentation <ul style="list-style-type: none"> • Privacy Act 2020 	Good Practice Guidelines <ul style="list-style-type: none"> •
References <ul style="list-style-type: none"> • 	
Notes <p>3/02/21: Changed Infoweb to Waituhi in footer</p>	
<p>14/04/22: Addition of learner responsibilities when the learner is recording the class session.</p>	

2 Principles

- 2.1 Ara supports the recording of class sessions and other teaching activities as appropriate as part of the objective to provide a high-quality learning and teaching environment that maximises the opportunity for all learners to achieve.
- 2.2 Recordings of class sessions provide supplementary learning resources, but recordings do not replace face-to-face delivery.
- 2.3 Lecturers are not required to change their delivery style for the purpose of class session recordings but are encouraged to consider best practice as it relates to digitally recorded materials.
- 2.4 Lecturers are not required to record or upload recorded class sessions.
- 2.5 Ara supports the recording of class sessions by learners in accordance with this policy.

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3 Associated Procedures for Ara Academic Policy on: Class Session Recording and Release

Contents:	3.1	Release of Class Session Recordings
	3.2	Intellectual Property
	3.3	Copyright
	3.4	Privacy
	3.5	Roles and Responsibilities
	3.6	Archiving

3.1 Release of Class Session Recordings

- a Recordings will be released to learners in a timely manner following the end of the class session.
- b Recordings will be made available through Moodle to the learners who are enrolled in the course for which the recording was made.
- c Archived recordings may be used in an emergency or disaster situation to ensure learning and teaching continuity. *Note – this does not include situations where lecturers are involved in notified strike action.*
- d Course information will state whether class sessions will be recorded and how the recordings will be made available.

3.2 Intellectual Property

Class Session recordings are components of instructional materials created by Ara lecturers. Ara has a licence to utilise these instructional materials in the delivery of courses and programmes as outlined in this Policy.

3.3 Copyright

- a Lecturers must use the copyright material of other parties in accordance with the Ara's copyright and database licensing agreements and the Copyright Act.
- b Lecturers may produce audio-only recordings, pause in-class recording, or edit recordings to address copyright concerns.
- c Learners must not make a further copy, sell, alter, further reproduce, or further distribute class session recordings provided by the lecturer.

3.4 Privacy

- a Lecturers will ensure that guest speakers or other non-Ara employees who are active participants in a teaching session are informed that their contributions will be recorded and released to learners. Where permission is withheld the recording must be stopped in class or edited as appropriate.

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3.5 Roles and Responsibilities

- a Ara has a responsibility to:
 - i Protect the privacy of lecturers and learners outside the context of a class session.
 - ii Provide guidance for lecturers on how to advise learners to use recorded class sessions responsibly to benefit their learning.
 - iii Provide an efficient and well-maintained system that provides high-quality class session recordings.

- b Learners have a responsibility to:
 - i Utilise class session recordings appropriately as a supplemental learning resource.
 - ii Understand that class session recordings are not provided as a substitute for regular class attendance.
 - iii Understand and comply with copyright, privacy, and intellectual property provisions, and respect prohibitions against further distribution of class session recordings.
 - iv Be aware that technical difficulties sometimes occur that may prohibit or delay the release of class session recordings.

- c Lecturers have the responsibility to:
 - i Advise all active participants if a class session is to be recorded and of the extent of any planned distribution of the recording.
 - ii Ensure that class session recordings are edited as appropriate if recording is to be released.
 - iii In general, only direct teaching should be included in the final, edited recording.
 - iv All copyright-protected material must be edited out of the recording.
 - v Ensure that class session recordings are released to learners in a timely manner.
 - vi Advise learners not to treat class session recordings as a substitute to regular attendance at teaching sessions.
 - vii Advise learners on how to use class session recordings to supplement and enrich their learning.

- d The Information and Communications Technology Department (ICT) have responsibility for providing technical support for the recording of class sessions.

- e The Ara Whakapiki Ako Centre for Educational Advancement (AWA) have responsibility for providing advice on the pedagogical creation and use of class session recordings.

3.6 Learner Responsibilities when Recording Class Sessions

- a This section covers the recording of Class Sessions by learners:
 - i Utilising equipment or software owned or licensed by Ara;
 - ii Utilising equipment or software not owned or licensed by Ara;
 - iii Where others may be recorded;
 - iv Where recordings are intended only for support of the learners' learning.

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- b Learners making recordings must abide by all applicable laws, policies and tikanga Māori.
- c Audio recordings made by learners are to be used solely for the purposes of personal study.
- d Learners must receive permission from the class lecturer to record the Class Sessions.
- e Covert recording of Class Sessions is not permitted.
- f Learners must not reproduce or distribute to any third party, and must not make available to others any recording or transcription thereof made of Class Sessions without prior approval.
- g Learners recording Class Sessions must take reasonable steps to ensure others likely to be recorded have been informed that they may be recorded.
- h Examples that satisfy this requirement include, but are not limited to:
 - i Course Information states that Class Session may or will be recorded.
 - ii Room signage indicates that Class Session may or will be recorded.
 - iii A lecturer or learner makes a verbal or written announcement to Class Session participants that the Class Session will be recorded.
 - iv Learners recording Class Sessions using equipment or software owned or licensed by Ara issued as part of the learner's Individual Access Plan (IAP).
- i Recording, by learners, of Class Sessions is not permitted where doing so results in the infringement of the Privacy Act (2020), data protection, copyright, or potentially discloses sensitive clinical information. Where there is an existing IAP for the learner to record, a reasonable adjustment should be implemented to ensure the learner has access to information required for learning.

3.7 Archiving

All recordings that have been made available to learners are to be stored until the end of the next semester following delivery of the course.