

Ara is a Business Division of Te Pūkenga – New Zealand Institute of Skills and Technology

Class Session Recording and Release Policy

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Current Version:	11/04/2024	Officer Responsible:	Executive Director – Academic, Innovation and Research
Past Revisions:	14/04/2022		
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 and support the practice and processes relating to Class Session Recording and Release.

1.2 Scope and Application

- a This policy applies to all Ara Institute of Canterbury¹ ākonga and kaimahi who make individual or personal recordings of class sessions, including, without the limitation, the following:
 - i the use of Ara enabled recording systems
 - ii Ākonga recording class sessions using equipment or software owned or licensed by Ara, issued to support the implementation of ākonga Individual Access Plan (IAP) in collaboration with Disability Services

1.3 Formal Delegations

There are no formal delegations associated with this policy.

1.4 Definitions

- a **Ara recording system** – For the purposes of this policy includes all Ara provided recording technology including, without limitation, Zoom rooms, Teams rooms, Video conferencing rooms, BYOD video conferencing kits, One touch Record studio, software.
- b **Class Session** – For the purposes of this policy includes all teaching or instructional activity relating to enrolled ākonga (e.g., tutorials, labs, online, field trips, seminars, classes, lectures).
- c **Moodle** – Ara’s Learning Management System (LMS).

¹ From herein referred to as Ara

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- d **Recording** – For the purposes of this policy means:
- i capturing and/or storing part or all of a class session via audio, video, photographic or other technology; or
 - ii the product of such capture (eg, a photograph, video or audio file)
- e **Reasonable Accommodations** – for the purposes of this policy means:
- i necessary and appropriate modification and adjustments
 - ii to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms. (UN Convention on the Rights of Persons with Disabilities)

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 • Copyright Act 1993 • Human Rights Act 1993 • UN Convention on the Rights of Persons with Disabilities 2006 	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>	
<p>11/04/24: Policy reviewed to align to the Human Rights Act 1993 and the UN Convention on the Rights of Persons with Disabilities 2006.</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 ākongā to achieve.
- 2.2 Recordings of class sessions provide supplementary learning resources, but recordings do not replace face-to-face delivery.
- 2.3 Kaimahi 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 Kaimahi are not required to record, or upload recorded class sessions.
- 2.5 Ara supports the recording of class sessions by ākongā 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
	3.7	Learner Responsibilities when Recording Class Sessions

3.1 Release of Class Session Recordings

- a Where a class session is recorded by kaimahi, the recording will be released to ākonga in a timely manner following the end of the class session.
- b Where recordings are available for a particular course, the recordings will be made available to the ākonga 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 kaimahi are involved in notified strike action.*
- d Course information will state whether class sessions will be recorded.

3.2 Intellectual Property

Class Session recordings are components of instructional materials created by Ara kaimahi. 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 Kaimahi must use the copyright material of other parties in accordance with Ara’s copyright and database licensing agreements and the Copyright Act 1994.
- b Kaimahi may produce audio-only recordings, pause in-class recording, or edit recordings to address copyright concerns.
- c Ākonga must not make a further copy, sell, alter, further reproduce, or further distribute class session recordings provided by kaimahi.

3.4 Privacy

- a Kaimahi will ensure that all ākonga attending a class session are informed prior to commencement of the class session that the session will be recorded and released to ākonga.
- b Kaimahi 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 ākonga. 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 kaimahi and ākonga outside the context of a class session.
 - ii Provide guidance for kaimahi on how to advise ākonga 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 Ākonga 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 Kaimahi have the responsibility to:
 - i Advise all attendees 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 ākonga in a timely manner.
 - vi Advise ākonga not to treat class session recordings as a substitute to regular attendance at teaching sessions.
 - vii Advise ākonga 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 Archiving

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

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3.7 Learner Responsibilities when Recording Class Sessions

- a This section 3.7 covers the recording of Class Sessions by ākonga:
 - i Utilising equipment or software (whether owned or licensed by Ara, or another party);
 - ii Where others may be recorded; and
 - iii Where recordings are intended only for support of the ākonga's learning (whether as part of an Individual Access Plan (IAP) or otherwise).
- b Ara recognises and supports the need to provide reasonable accommodations as per the Human Rights Act 1993 to assist ākonga with disabilities to participate in study. Where there is an existing IAP that grants an ākonga permission to record class sessions, kaimahi shall make every effort practicable to ensure ākonga can record class sessions. In circumstances where this is not practicable or appropriate, kaimahi must provide suitable alternative arrangements in partnership with ākonga and if appropriate, Disability Services.
- c Ākonga making recordings must abide by all applicable laws, policies and tikanga Māori. Recording, by ākonga, 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.
- d Recordings made by ākonga are to be used solely for the purposes of personal study. Ākonga are not permitted to make recordings of class sessions for any other purpose.
- e Where an existing IAP is in place, ākonga must advise kaimahi in advance that they will be recording class sessions. Where an IAP is not in place, ākonga must receive permission from the class lecturer to record any class sessions.
- f Covert recording of class sessions is not permitted.
- g Ākonga 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 from the lecturer.
- h Ākonga recording class sessions must take reasonable steps to ensure others likely to be recorded have been informed that they may be recorded. 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 Kaimahi or ākonga makes a verbal or written announcement to class session participants that the class session will be recorded.

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