DRAFT University of Surrey Policy for the use of Captured Content

1. Purpose

1.1. This policy will ensure access to captured content for all students on all modules. **Captured content** has been chosen to go beyond the simple recording of live teaching events (also known as lecture capture) to promote the creation and repurposing of audio-visual content.

1.2 This policy is designed to promote the **purposeful use** of captured content. The purposeful use of captured content means approaches that are evidence based, appropriate to the discipline, enrich learning and support inclusive teaching.

1.3 It is the **responsibility of academic departments** to develop their purposeful approach to capturing content that includes consideration of the potential benefits and challenges of captured content for both staff and students, and the needs and expectations of students.

2. Background and strategic aims

2.1 The Education Strategy (2018-2022) presents a vision for an ambitious, inclusive and excellent Surrey Education which is responsive to diverse learning preferences and approaches and utilises digital resources to facilitate and enrich learning. This policy is designed to support the delivery of the following actions in the Education Strategy:
- We will increase the accessibility of learning materials through recordings and digital provision.
- We will support flexible modes of programme delivery by widening access to digital information, teaching content and modes of learning.
- We will continue to invest in information and resources (digital and print) that maximise student access to 'content' and strongly support our commitment to research-informed teaching.

2.2 This policy builds on the University adoption of **Panopto**, an audio-visual system to record and produce digital recordings that are made available for students to review at a time and location of their choosing and at their preferred pace. Since the introduction of Panopto in 2014, student demand for recordings has grown and this service is expanding.

2.3 From September 2018 '**Panopto Classroom**' to be available in all central teaching rooms for the recording of live teaching events. '**Panopto Desktop**' is available for use by staff and students to record content from their desktop, often as part of a blended or flipped approach to course design.

3 The Policy

3.1 Students **can expect** access to captured content for every module that is appropriate for their level and programme.

3.2 Departments **are required to consult with students** to establish their approach to capturing content, which should then be agreed through Staff Student Liaison Committees.

3.3 This approach should be explained in Programme Handbooks and in SurreyLearn including a statement of what captured content will be offered and expectations of how these resources should be used by students.

4. Accessibility

4.1 Under the Equality Act (2010) the University has a legal obligation to provide reasonable adjustments to enable students with disabilities to fully access material provided as part of their programme. Appropriate reasonable adjustments will be detailed in the student's Learning Support Agreement. In many cases this will include access to audio-visual content and/or recordings of live teaching events. In addition, some students may be entitled to make an audio recording of the lecture with their own device on the understanding that this is for personal study use only. In this situation students should inform their teaching staff prior to doing so. Students who consider that they require additional adjustments are encouraged to seek advice from Additional Learning Support (ALS).

5. Principles about the use of lecture recordings

5.1 The University does not use lecture recordings to review or manage performance.

5.2 Lecture recordings are not a replacement for face-to-face teaching, they are an additional learning resources relevant to the particular cohort of students.

5.3 Lecture recordings cannot be used as evidence in academic appeals and as evidence for any other student procedure.

5.4 The default setting is that recordings cannot be downloaded by students. This can only be changed with the consent of the creator if it is an appropriate learning adjustment or there are significant barriers to online viewing.

5.5 Lecture recordings should be available to students within five working days after the teaching session took place, except where there is a significant reason for delaying release.

5.6 Lecture recordings will be available to students for the length of their programme. At the end of the programme, recordings will be archived.

6. Copyright, Intellectual Property, Performance Rights

6.1 The Intellectual Property and Performance Rights of University employees in relation to Teaching Materials, Recordings and E-learning Materials are covered by the 'Intellectual Property Code'.

6.2 The University requires that all users will abide by the laws of copyright and fair dealing. Any use of third party intellectual property in materials, teaching activities or presentations must adhere to Copyright law. It is the responsibility of individual members of staff to ensure that the material used for teaching and learning activities is copyright cleared. Please visit the Library Service's 'Copyright FAQs for teaching'.

6.3 If a student or member of staff becomes aware that any defamatory, inaccurate or infringing material is included within captured content or any other reason why it would be expedient for the University to recall this content, they must contact XXX immediately.

7. Misuse

7.1 Recordings are provided for students' personal use and are for educational purposes only. Recordings may not be redistributed, shared, edited or re-used. Redistribution includes, but is not limited to, sending a copy to another person by email and/or adding it to a website/social media website.

7.2 Misuse of recordings will be treated as misconduct and handled as a disciplinary matter under the 'Student Disciplinary Regulations' or the 'Regulations for Fitness to Practise' as appropriate.

8. Consent

8.1   Members of staff making live recordings will confirm their consent to the University's use of their recordings by triggering the start of the recording themselves.

8.2 Staff must advise students that a session is being recorded, and of their right not to be recorded at the beginning of a class, for example, by displaying a slide at the beginning of the lecture.

8.3 A student has the right to ask for their contribution(s) to be removed from the recording except where recording is an explicit requirement of a University award (for example a recording of an assessed presentation for review and marking purposes).

8.4 If the student has made their wish to opt-out known prior to recording taking place, the member of staff can temporarily pause recording at the appropriate time by using the 'pause' button on the microphone.

8.5 If the student has made their wish to opt-out known after the recording has taken place, the student's contribution can be edited out prior to making the recording available to other students.

8.6 The University has the right to take down and delete any recordings that have taken place without consent.

9. Responsibilities and support

9.1 DTEL: provide training and guidance on the educational benefits and use of lecture capture

9.2 IT Services: provide technical support

9.3 Library Services: provide support and guidance regarding copyright

9.4 Additional Learning Support: guidance on alternative accessible versions

Relevant links

Regulations as of 2017/18 including Student Disciplinary Regulations and Regulations for Fitness to Practice https://www.surrey.ac.uk/quality-enhancement-standards/regulations/201718

Intellectual Property Code
https://www.surrey.ac.uk/sites/default/files/intellectual-property-code.pdf

Library Service's 'Copyright FAQs for teaching'
http://www.surrey.ac.uk/library/using/academicstaff/Copyright_and_Teaching_Materials_FAQs_201709.pdf

Additional Learning Support

https://www.surrey.ac.uk/currentstudents/study/als/about/