

The Name of your Policy

University of Surrey Policy for the use of Captured Content (2020/21 – 2022/23)

Operational Owner: Director of the Surrey Institute of Education

Executive Owner: Pro Vice-Chancellor, Education

Effective date: September 2020

Review date: September 2022

- Related documents:**
- Guidance to accompany this policy
<https://surreylearn.surrey.ac.uk/content/enforced/14020-StaffCommonRoom/Guidance%20Notes%20Captured%20Content.pdf>
 - Research Excellence and Ethics webpage
<https://www.surrey.ac.uk/research/excellence/ethics>
 - Regulations, including B3. Student disciplinary regulations and B6. Regulations for Fitness to Practise
<https://www.surrey.ac.uk/regulations>
 - Library Service's 'Copyright FAQs for teaching'
<https://portal.surrey.ac.uk/https/surreynet.surrey.ac.uk/academic-services/library-and-learning-support-services/copyright>
 - Panopto Privacy Notice https://xerte.surrey.ac.uk/play_796
 - DTEL webpage <https://www.surrey.ac.uk/technology-enhanced-learning>
 - Intellectual Property Code
<https://www.surrey.ac.uk/sites/default/files/intellectual-propertycode.pdf>
 - Disability and Neurodiversity webpage
<https://study.surrey.ac.uk/study-support/disability-and-neurodiversity>
 - The UK Professional Standards Framework
https://www.heacademy.ac.uk/system/files/downloads/uk_professional_standards_framework.pdf
 - University of Surrey Timetabling Policy
<https://www.surrey.ac.uk/sites/default/files/timetabling-policy.pdf>
 - Policy on Religion, Belief, Values and Practices
<https://www.surrey.ac.uk/sites/default/files/Policy%20on%20Religion%20Belief%20Values%20and%20Practices%20Final%202018.pdf>

Approval History

Version	Reviewed by	Approved by	Date
1	<i>Captured Content Steering Group</i>	Steering Group	22/05/18
1	<i>ULTC</i>	ULTC	01/06/18
1	<i>Senate</i>	Senate	02/07/18
2	<i>ULTC</i>	ULTC	31/07/2020
2	<i>Senate</i>	Senate	07/08/2020

1	Introduction
1.1	Purpose
1.1.1	This policy is designed to ensure access to captured content for all students on all modules.
1.1.2	The term captured content has been chosen to go beyond the recording of live teaching events to promote the creation and repurposing of digital content.
1.1.3	This policy is designed to promote the purposeful use of captured content. The purposeful use of captured content means approaches that are appropriate to the discipline, enrich learning and support inclusive teaching.
1.1.4	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 of students.
1.1.5	<p>Background and strategic aims</p> <p>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:</p> <ul style="list-style-type: none"> ● increase the accessibility of learning materials through recordings and digital provision ● support flexible modes of programme delivery by widening access to digital information, teaching content and modes of learning ● 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 <p>This policy builds on the University adoption of Panopto, an audio-visual system to record, produce and upload digital recordings that are made available to support student learning. Since the introduction of Panopto in 2014, student demand for recordings has grown. From September 2018, Panopto has been available in all central teaching rooms for the recording of live teaching events. Panopto is also available for use by all staff to record captured content from their workstation, often as part of a blended or flipped approach to course design.</p>
1.2	Scope
1.2.1	This policy applies to all students and academic staff, including visiting lecturers. It also applies to Professional Services staff, particularly those in the, Surrey Institute of Education (SIOE), Library and Learning Support and IT Services.
1.3	Definitions
1.3.1	<p>Captured content might include:</p> <ul style="list-style-type: none"> ● recordings of live teaching (also known as lecture capture) to aid revision and notetaking for all students and as part of a reasonable adjustment for disabled students ● recordings of content created to review or demonstrate key concepts or develop procedural knowledge ● links to existing educational videos

2	Policy
2.1	Principles
2.1.1	Students can expect access to captured content for every module that is appropriate for their discipline, level and the approach to teaching being used.
2.1.2	As part of the move towards working in partnership with students outlined in the Education Strategy, departments are required to consult with students to establish their approach to captured content, which should then be endorsed through Staff Student Liaison Committees.
2.1.3	This approach should be explained in Student 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.
2.2	Accessibility and inclusivity
2.2.1	<p>Under the Equality Act (2010), the University has a legal obligation to provide reasonable adjustments to enable disabled students 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 they require additional adjustments should contact the Disability and Neurodiversity team.</p> <p>The provision of captured content helps to provide a more inclusive learning environment. Inclusive teaching approaches, in many cases, negate the need for disabled students to have 'special arrangements' put in place and students who do not wish to disclose their disability will also benefit from these. The provision of individual reasonable adjustments should be seen as an additional form of support for students with specific needs that are not met by the wider inclusive teaching approach.</p>
2.2.2	<p>In light of the Education Strategy's focus on developing inclusive and student-centred curricula, and obligations under the Equality Act (2010) approaches to captured content developed by departments must also explicitly anticipate and respect the needs of individual learners and diverse learning communities (UKPSF, 2011). This should include how students who are entitled to reasonable adjustments can access core module content.</p> <p>While Hybrid Education is implemented the following principle will additionally apply:</p> <ul style="list-style-type: none"> • Equitable Learning opportunities for students studying both online and face to face, regardless of their needs.
2.3	Use of recordings
2.3.1	<p>Recordings of live teaching sessions (lectures/tutorials/workshops/lab/simulation/studio-based teaching) are not normally intended as a replacement for face to face teaching, but as an additional learning resource relevant to the particular cohort of students.</p> <p>While Hybrid Education is implemented in response to the Covid-19 pandemic the following principles will apply:</p> <ul style="list-style-type: none"> • Delivery of all lectures (where academics primarily deliver content) would be through captured content i.e. voice over PowerPoint, podcast, vodcast etc released through SurreyLearn. • All module leaders to identify the approximate hours of captured content that will be used within their modules.

2.3.2	Captured content is not used as a metric in the staff appraisal process. However, academic colleagues are encouraged to discuss their use of captured content as an example of teaching excellence in appraisals and applications for awards and promotions.
2.3.3	In the event of a member of staff participating in industrial action organised by a staff representative body recognised by the University and their Union having given appropriate notice to the University, the University will not retrieve and use recordings which have not already been released to the current year's students through SurreyLearn.
2.3.4	Captured content material is not designed nor intended as a tool for staff disciplinary proceedings. However, the University reserves the right to make use of materials in cases where an incident may be captured that requires investigation.
2.3.5	The default setting within Panopto is that recordings cannot be downloaded by students. This setting 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.
2.3.6	Recordings will normally be available to students for the length of their programme. At the end of the programme, recordings that are no longer needed will be deleted.
2.3.7	The rights of University employees in relation to e-learning materials and recordings are covered by the Intellectual Property Code. While the intellectual property resides with the University, performers' rights are owned by the author(s) and licensed to the University. Staff will be asked to give their consent to these arrangements.
2.4	Misuse of recordings
2.4.1	Recordings are provided for students' personal use and are for educational purposes only. Recordings may not be redistributed, 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.
2.4.2	Misuse of recordings will be treated as misconduct and handled as a disciplinary matter under the Student Disciplinary Regulations, the Regulations for Fitness to Practise, the Staff Disciplinary Policy, or the Dignity at Work and Study Policy, as appropriate.
2.4.3	If staff, or former members of staff, believe that the University might have used, or be considering using, their recordings outside of the terms of this Policy, their concerns should be raised with their Line Manager (or in the case of former staff, the current post holder of line management) who will review and where necessary follow the procedures set out in the Intellectual Property Code that deals with the resolution of disputes.
2.5	Copyright
2.5.1	The University requires that all users abide by the laws of copyright and fair dealing. Any use of third party content in teaching activities 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 for the specific purpose.
2.5.2	If a student or member of staff becomes aware that any material which infringes copyright is included within recordings, they must contact the local owner responsible for the content immediately.
2.5.3	If a member of staff, student or ex-student breaks the University's copyright, the University has recourse to legal action as per the Copyright Policy.

2.6	Complaints and academic appeals
2.6.1	<p>If a student or member of staff becomes aware of any material which is defamatory or inaccurate within captured content, or any other reason why it would be expedient for the University to recall this content, they must contact the local owner responsible for the content immediately. If the response of the local owner is not satisfactory:</p> <ul style="list-style-type: none"> • students are asked to follow the procedures in the Procedures for Complaints • staff are asked to follow the Grievance Policy
2.6.2	<p>The use of captured content as evidence in academic appeals is covered by the Academic Appeals Regulations. This states that challenges to academic judgement will not be considered. Academic judgement includes opinions expressed in captured content including live teaching events.</p>
2.7	Data processing
2.7.1	<p>All personal data contained in recordings made available through Panopto will be processed in accordance with the General Data Protection Regulations (GDPR, 2018). When triggering a recording via Panopto, staff confirm their consent to creating this recording. (See Panopto Privacy Notice).</p>
2.7.2	<p>Having made a recording, creators can share it with their students. Academics control access to their recordings and can choose to make them available to students. In most instances this will be via a specific module in SurreyLearn.</p>
2.7.3	<p>Where external lecturers or other guests are being recorded, the inviting department must seek their explicit, opt-in consent to the recording, and keep records of this, unless this is already covered in a contract or other agreement.</p>
2.7.4	<p>At the beginning of class, staff must advise students that a session is being recorded and of their right not to be recorded. A student has the right to ask for their contribution(s) not to be recorded or to be removed in accordance with GDPR (2018). Exceptions might include when the recording is an explicit requirement of a University award (for example a recording of assessed presentations for review and marking purposes).</p>
2.7.5	<p>If individual staff wish to opt out of an agreed departmental approach to captured content, they should first discuss their concerns with the Director of Learning and Teaching and then seek the agreement of the Head of Department/School.</p>
2.7.6	<p>The University has the right to take down and delete any recordings that have taken place without appropriate consent.</p>

3	Governance Requirements
3.1	Implementation / Communication Plan
3.1.1	<p>Stakeholder analysis was conducted in order to inform the consultation which included:</p> <p>This policy was originally developed through University-wide consultation conducted from 7 March to 18 May 2018 during which time 30 individual and 11 departmental/team responses were submitted. DTEL also attended departmental meetings and held discussions and workshops with colleagues and students across the University. All responses were reviewed by DTEL and the Captured Content Steering Group which met on the 8 May and 24 May to consider proposed revisions based on the consultation responses.</p> <p>The following stakeholder departments/teams were consulted in developing and revising the initial policy: the Students' Union, Human Resources (HR), the Department of Higher Education (DHE), Library and Learning Support Services (LLSS), the Information Compliance Unit (ICU), IT Services (ITS), Learning Spaces Technology (LST), the Technology Transfer Office, The Office of Student Complaints Appeals and Regulation (OSCAR), Quality Enhancement and Standards (QES), Widening Participation and Outreach (WPO) and the University and College Union (UCU).</p>
3.2	Exceptions to this Policy
3.2.1	See 2.7.5 for individual staff opt outs to an agreed departmental approach.
3.3	Review and Change Requests
3.3.1	<p>The implementation of the policy and results of departmental considerations will be evaluated by SSLCs, and University Education Committee (UEC) in order to evaluate the following:</p> <ul style="list-style-type: none"> • The departmental discussions taking place • The departmental statements produced • Whether the policy is achieving what it set out to do pedagogically • Whether the policy needs to be revised • How it is working in practice • Whether problems are occurring in implementation <p>These mechanisms will be used to evaluate if there is an increase in the purposeful use of captured content by departments and students, as well as a continued increase overall in the creation and use. In addition the Surrey Institute of Education (SloE), will work in collaboration with departments and appropriate groups to conduct additional research on areas such as the impact on student behaviour and attainment.</p> <p>In addition to this ongoing evaluation and review, the policy (and Equality Analysis) will be reviewed every two years. Minor changes such as changes of role titles, other titles or names which do not change the meaning of the policy, will be proposed to UEC before being implemented. Any changes that alter the meaning of the policy or significant re-writes will be considered by UEC and Senate.</p>
3.4	Legislative context
3.4.1	<p>The University regulations and legal requirements are as follows:</p> <ul style="list-style-type: none"> • University of Surrey Corporate Strategy (2017-2022) • University of Surrey Digital Strategy (2018-2022) • University of Surrey Education Strategy (2018-2022) • University of Surrey Intellectual Property Code (2007) • Equality Act (2010) • General Data Protection Regulation (2018)