



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

POLICY:
RECORDING OF LIVE COURSE CONTENT

Purpose:	Sets out the grounds upon which course content can be recorded and used
Responsible Executive:	Pro Vice Chancellor, Academic
Responsible Office:	Learning and Teaching Unit
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1 PURPOSE

- 1.1 This Policy sets out the grounds upon which live course content can be recorded and used in order to provide an additional study resource for staff and students, and to accommodate students whose circumstances require a more flexible learning environment.

2 APPLICABLE LEGISLATION

- 2.1 Copyright Act 1968
2.2 Disability Discrimination Act 1992
2.3 Disability Standards for Education 2005
2.4 Privacy Act 1988

3 DEFINITIONS

For the purpose of this Policy, the following definitions apply:

Student means a student enrolled to study at The University of Notre Dame Australia.

Lecture refers to an oral or visual presentation or facilitated group session used to convey information or knowledge required for students to acquire the expected learning outcomes of a unit of study, and may include, but is not limited to, tutorial sessions, workshops, seminars, classroom or laboratory sessions.

Lecture capture refers to use of approved software and hardware components to record audio and visual components of a lecture.

4 GENERAL PRINCIPLES

4.1 Copyright Ownership of Teaching and Course Materials

- 4.1.1 The University's Intellectual Property Policy provides that the copyright in all course materials, including lecture and tutorial content, in any form of media created by an employee specifically for use in or in connection with a course is owned by the University.
- 4.1.2 The copyright in all recordings of lectures or tutorials given by University teaching staff will be owned by the University. Students may not make a sound or video recording of any University lecture or tutorial without first seeking permission from the University.

4.2 University Recording of Lectures

- 4.2.1 The University is committed to promoting a vibrant educational community with an emphasis on encouraging student attendance in lectures and tutorials to promote the benefit of face to face teaching.
- 4.2.2 The University recognises that the recording of lectures can provide an additional study resource for staff and students as well as accommodating students whose circumstances require a more flexible learning environment.
- 4.2.3 The University supports the use of lecture capture recording software and has adopted the use of software in a number of approved lecture capture facilities within the University.
- 4.2.4 Compliance with relevant disability standards and legislation may necessitate the recording of

a lecture, as set out in a student's Learning Access Plan (LAP).

- 4.2.5 Where lecture capture is not available the University will allow students to make their own personal recording of lectures subject to the terms set out in this Policy.

5 RECORDING OF LECTURES AND TUTORIALS BY THE UNIVERSITY

- 5.1 The University has approved the use of audio and visual lecture capture software to record lectures and tutorials (lectures) delivered in specifically approved Schools and subjects.
- 5.2 The use of lecture capture recording software is limited to those units which have been approved for recording by staff and timetabled in venues equipped with approved software.
- 5.3 Staff are not obliged to record lectures through approved lecture capture software and its use will be at the relevant lecturer's discretion. Staff may elect to opt out of the recording of lectures provided adequate notice is given to the School and students.
- 5.4 Access to recorded lectures will be available only to those students enrolled in units to which lectures are recorded. Students must be advised at the commencement of each semester whether lectures or tutorials for the particular unit will be recorded.
- 5.5 Students are only permitted to use recorded lectures for their own personal study and are not permitted to reproduce or distribute the recording to any other party through any other medium, including social media or online posting/communication. Students are required to delete any recorded lecture when use of the recording is no longer needed for study purposes.
- 5.6 Where lectures are recorded the University will make available the recorded lecture on the University's approved Learning Management System within 24 hours of the lecture being recorded.
- 5.7 Students must comply with:
- (a) any copyright or privacy warnings provided by the University in relation to the use of recorded lectures;
 - (b) University and School policies, procedures and guidelines that apply to the recording of lectures or tutorials.
- A failure to comply with (a) or (b) above may result in disciplinary action being taken against the student.
- 5.8 Recorded lectures will remain available to students until the completion of the exam period for that unit, after which recorded lectures will be archived and available subject to approval.
- 5.9 Lecturers may stop the recording of a lecture at any time where they feel it is inappropriate to continue due to the content of the lecture.
- 5.10 Lecturers are permitted to make changes to the recorded material after the conclusion of the lecture where the changes are reasonable and appropriate. If any changes alter the substantive content of the material covered in the lecture, students must be advised of the change as soon as possible.

6 RECORDING OF LECTURES BY STUDENTS

6.1 Student recording of lectures

- 6.1.1 The University recognises that the allocation of teaching rooms with recording equipment across the campuses is limited and that there will be circumstances where students may wish to record lectures on their own personal devices.
- 6.1.2 Students who wish to use a recording device in lectures are required to seek permission from

the lecturer prior to the commencement of the lecture. Where the student can satisfy the lecturer that their request meets the conditions set out below the lecturer should not unreasonably withhold granting permission.

6.1.3 Any permission given to allow a student to record a lecture will be subject to the following conditions:

- (a) The recording is for the student's personal use and will be used only for the purpose of studying or revising the material contained in the lecture;
- (b) The recording will not be distributed to any other party through any other medium, including social media or online posting/communication;
- (c) The recording of the lecture does not cause any disruption to other students or the lecturer;
- (d) The student acknowledges that the University is granting the student permission to record the lecture and that the University, and in some instances the lecturer, own the copyright in any recording of the lecture and that any use by the student of the recording outside the permitted use may constitute a breach of copyright, academic misconduct and may result in disciplinary action by the University against the student;
- (e) Recordings may not be used in any way to embarrass or harm the reputation of any lecturer or student whose comments are recorded;
- (f) All recordings should be destroyed once the student completes the unit to which the recording relates.

6.2 Student recording of other types of teaching involving student interaction.

6.2.1 Students who wish to record teaching sessions that involve student interaction such as tutorials or laboratories must seek permission from the Tutor prior to the commencement of the class. The Tutor will advise the other students in the class and seek their consent. A student will only be permitted to record the session if the consent of all other students in the class is obtained.

6.2.2 The conditions set out in clause 6.1.3 (a)–(f) above apply to the recording of other modes of teaching. If permission is granted to record the tutorial, the Tutor may direct the student to stop recording at any time during the teaching session if the Tutor or a student requests that the recording be stopped.

6.2.3 A failure to comply with clause 5.7 or 6.1.3 of this Policy may constitute misconduct and result in disciplinary action being taken against the student.

7 COPYRIGHT

7.1 The University has approved the following copyright warning –

Copyright in these lectures is owned by The University of Notre Dame Australia. The material contained in this lecture may only be used for your personal study. Any use of this material for any other purpose or distribution of this material without the University's express permission will infringe the University's copyright. Students are not permitted to record this material on personal devices without first obtaining permission from the University.

7.2 Staff presenting lectures which will be recorded by the University are required to attach the copyright warning to all materials presented during the lecture and to verbally advise students of the University's position on the recording of lectures.

7.3 A failure to attach or verbally provide the copyright warning does not constitute any waiver of

the University's position and all students will be bound to the terms of this Policy regardless of whether a copyright warning is attached to material.

8 ROLES AND RESPONSIBILITIES

Learning and Teaching Unit is required to work with the Quality Management Office and Schools to ensure that appropriate copyright warnings are included on all materials presented during a lecture and the PVCAcademic, to ensure that teaching staff are advised annual about the opt-out procedure for recording of lectures.

Students must seek permission from lecturers prior to recording any live course content, and ensure that they comply with the conditions outlined in this Policy, including but not limited to ensuring that any recording made is not distributed to any other party through any other medium, including social media or online posting/communication.

Teaching Staff are required to ensure that they are aware of the provisions of this Policy; that they make students aware of the University's position on the recording of lectures; and that they do not unreasonably withhold permission from students wishing to record a lecture when the conditions set out in this Policy are met. Staff responsible for recorded lectures or tutorials must ensure all material presented in a recorded lecture does not infringe the University's obligations under copyright and privacy legislation.

9 SUPPORTING PROCEDURES AND GUIDELINES

Guidelines: Echo360 Lecture Capture

10 RELATED POLICIES AND REGULATIONS

Policy: Intellectual Property

Policy: Privacy

Version	Date of approval	Approved by	Amendment
1	15 December 2015	Vice-Chancellor	