

LEARNING SESSION RECORDING (LECTURE CAPTURE) POLICY

Introduction

1. Learning Session recording (often referred to as lecture capture) is the process through which live teaching may be recorded and shared with learners through the institutional online learning environment (OLE), Brightspace.
2. The University of Suffolk (hereafter 'the University') expects that, normally, all learning sessions (see paragraph 6 for a definition of a learning session), should be recorded and shared with learners following live delivery on campus.
3. As a minimum, the audio recording of a learning session should be recorded. Where slides, or other resources are presented during the learning session, the screen should also be captured. See paragraphs 10-13 for more details about what should be recorded.
4. Learning session recordings are considered by the University to constitute a reasonable adjustment for learners with specific learning differences.
5. Where approved through a reasonable adjustment, the live streaming, where appropriate, of learning sessions will be facilitated.
6. The purpose of this document is to set out the policy for recording of live teaching, including:
 - a) the principles for the recording of live delivery, and where exceptions to the recording mandate may be appropriate.
 - b) The use of recordings in performance management and / or staff or learner complaint.
 - c) Publication, accessibility, and retention.

Definition of a learning session

7. A learning session is defined as any classroom-based, synchronous learning activity. For the purposes of this policy, this may include lectures and seminars.
8. The University recognises that:
 - a) not all classroom-based synchronous learning activity is appropriate for recording, for example in the instance of discussion of sensitive content or ethical issues, or extensive discussion or other interactivity. In such situations whole sessions may be flagged as not recorded, or the recording may be paused and restarted.

- b) Staff should not be expected to change a teaching style for a learning session so that it may be recorded if this would be detrimental to the academic experience of the learners present.
- c) Where seminars are recorded, these should only be published to the particular seminar group, rather than the whole cohort.
- d) Technology failures may prevent learning sessions from being recorded.

9. Where whole learning sessions are not appropriate for recording these should be clearly identified in the delivery timetable or module guides. In such instances, learners must have access to all relevant, and potentially additional, learning materials. If a session cannot be recorded due to technology failure the [Learning Design Team](#) should be informed as soon as possible.

Use of data

10. Data generated through the use of the OLE or capture software will be shared with the University's Learner Analytics platform and used as part of the University's monitoring of learner engagement with learning. This data comprises of

- a) Date, time and length of recording
- b) Learner name/ID
- c) Learner time spent interacting with the recording
- d) Poll/Survey results, where this tool is used in the learning session.

11. Data and derived metrics may be used by the University to support the preparation of submissions to OFSTED, Teaching Excellence Framework (TEF) or other regulatory requirements.

Creating and editing recordings

12. Learning session capture software is available in all teaching spaces at the University, which can be used to record audio, screen, and video. As a minimum, the audio should be recorded. Where slides, or other resources are presented during the learning session, the screen should also be captured. Information and guidance on making recordings using the technology in teaching spaces is published online <https://libguides.uos.ac.uk/celt/brightspace/vc-setup>

13. Lecturers should ensure that learners are aware that a learning session is being recorded. This can be done at the beginning of the session, by announcing on a presentation slide, and / or by flagging it as a recorded session in the delivery timetable or module guide.

14. Explicit permission must be sought from visiting guest speakers and other non-University staff. A data authorisation form is available at <https://forms.office.com/r/WCmC3A5Fu3>.

15. Lecturers are not expected to edit recordings before making them available to learners through the OLE. The only exceptions to this is if the recording contains material which would breach General Data Protection Regulation (GDPR) or could be considered sensitive or offensive. Where this situation arises, the lecturer should contact the University's Learning Design team for support in editing the recording. Examples of a situation where editing would be required are:

- a) unplanned discussions which may contain personal data.
- b) accidental recording of conversations with learners before or after the learning session.
- c) recordings made of guest speakers who did not give their consent to being recorded.

If the lecturer is unsure if the recording requires editing, they should contact the Director of Learning and Teaching.

16. The University has a legal requirement to ensure that all pre-recorded time-based media is made accessible by making it perceivable, operable, understandable and robust. For this type of media The University needs to include captions to allow subtitles and transcripts to be displayed with the media. If the platform in use does not autogenerate captions and transcripts the lecturer should contact the Learning Design team for support in making the recordings accessible.

Use of recordings

17. The purpose of the recording is to support learners taking a module, for educational purposes only. Therefore, it is usual that access to the recording will be limited to the learners enrolled onto the module.

18. Learners with access to the recording should not share the recording, by any means, without the permission of the lecturer. Any breach of this will be subject to disciplinary action as detailed in the University's [General Regulations](#) for learners (see paragraph 123 (xii)).

19. Staff with access to the recording should not share or reuse these, without permission of the lecturer.

20. Lecturers may choose to share recordings with colleagues external to the University for the purposes of academic collaboration and / or public engagement or as open educational resources. In such cases, the lecturer must secure the consent of any learners or other contributing individuals, and ensure that the recording is in compliance with copyright legislation (see the [Copyright Policy](#))

21. Lecturers sharing recordings are responsible for ensuring that the permissions for viewing are correctly set. This includes publishing using a 'non-public' URL within the module or unit content area in the OLE.

22. Lecturers should ensure that the link for the recording is made available to learners within three working days of the learning session taking place. This can be managed through the use of adaptive release within the OLE if required. Best practice is to publish the link into the OLE in line with the appropriate unit folder.

23. Where there is delay of the release of recorded content, for example because substantial edits are required, learners must be notified of this by the lecturer, using the announcement function in the OLE.

24. Recordings may be used by staff as part of Peer Review and Enhancement of Learning and Teaching (PRE) activity, or for personal reflections on performance. They may also use them as evidence of good practice in teaching, for example in applications for promotion or HEA Fellowship.

25. The University will not use recordings for the purposes of performance management, or in disciplinary proceedings, except in the cases of alleged gross misconduct (as defined in University policy), where the recording may provide relevant evidence.

26. Recordings may not be used to cover staff exercising their legal right to take industrial action, without the consent of the lecturer.

27. Recordings may not be used by a learner when making a complaint unless the recording provides specific evidence of a particular event which is referenced in the complaint.

Access to recordings

28. Access to recordings made as part of learning and teaching at the University is via the University's OLE. Access to taught modules is controlled through enrolment to the corresponding module in the OLE. This means that only learners enrolled onto the module are able to view the recorded content.

29. By default, access to recordings requires a University username and passwords to view the content.

30. Learners are able to view the recordings saved to the modules they are enrolled on for a period of 6 years or until their account is closed (whichever is sooner).

31. The University Learning Design team, within the Centre for Excellence in Learning and Teaching, are able to access, view and edit all recordings made using the learning session capture software.

32. Employees of software providers may need to view recordings in order to provide support to the University. Access to the University's data by staff from a third party provider is covered by their privacy policies.

Copyright and intellectual property

33. All material recorded as part of learning session capture is subject to copyright. Third party materials should only be included if the reuse constitutes fair dealing (see [Copyright Policy](#), and additional guidance [published online](#)).

34. The University expects that all users will abide by the laws of copyright and fair use; use of third-party materials in any presentations or teaching activities must adhere to UK copyright law and to University guidance. Staff are responsible for ensuring that the material does not breach copyright, and are expected to seek approval and amend accordingly, or take down promptly if found to be in breach.

35. The University has the right to take down any recordings that have taken place without consent or that breach other UK and University policies.

36. Recordings should not contain personal data. Where this is unavoidable and for valid reasons, this personal data must be kept in accordance with the University's [Data Management Policy](#) and in adherence with the personal data protection principles.

37. The institution owns all learning and teaching materials developed by staff (full time or part time) that are developed during the normal course of their duties as an employee, and or are produced in connection with an institution-run module, course or programme (see [Intellectual Property Policy: Research, Scholarly Outputs and Learning and Teaching](#)).

Retention period

38. Learning session recordings will be kept in line with the retention policy for the Directorate of Learning and Teaching. The Retention Schedule states that recordings will be kept in the

module they are recorded for the entirety of each learners' enrolment until they complete their course.

Accessibility

39. Recordings of learning sessions form a central element of the University's steps to embed reasonable adjustments.

40. Course teams must ensure that all possible steps have been taken to ensure that all recordings are accessible for all learners. This includes the use of captioning and transcripts. Guidance on both is [published online](#).

41. Some learners may need to make their own recordings of lectures to support them in accessing their learning through an agreed [Reasonable Adjustment](#) following best practice guidance from the Department of Student Life.