Lecture Capture Policy

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Version Control

Version	Last Modified	Last Modified By	Document Changes
2.0	30/10/24	Stuart Sims & Jodie Wetherall	Formatting changes for clarity Inclusion of points addressing use of cameras for surveillance Updated to reflect current move away from automation of recordings Relevant points from previous FAQ have been incorporated into main policy text
2.1	11/11/24	Dave Puplett	Clarified use of copyrighted materials.
2.2.	25/11/24	Stuart Sims	Expanded the reference to opt-out procedures including examples.

1.   Purpose and Scope

This policy sets out principles and practices which underpin the use of lecture capture at the University of Greenwich. The policy outlines the acceptable and unacceptable uses of the recordings, the standards and responsibilities for delivering the service, accessibility requirements, ownership rights of the recordings, guidelines for using third-party copyrighted materials, and storage for the recordings.

Electronic recording of lectures has been a feature of the education provision at the University of Greenwich since 2014. Lecture capture includes the recording of the audio and video of the academic as well as the visuals displayed on the screen, the learning materials. These include source materials displayed on the desktop such as Office applications, pdfs and interactive monitor work in progress. Since 2018, it was the policy to capture all formal on-campus lectures using Panopto. This practice developed and changed during and while emerging from the COVID-19 pandemic. This newly refreshed policy takes account of the experiences over these periods to give new structure and guidance to the use of Lecture Capture at Greenwich.

2.   Core principles

2.1   The expectation is that all formal, on-campus lectures will be recorded

2.2   Seminars or workshops should not typically be recorded, if they are this must be with the permission of all participants who contribute

2.3   Recordings are used to supplement learning, they do not replace lectures.

2.4   Recordings are for personal study use only and must not be shared or distributed outside the university

2.5   Students are expected to attend all classes as usual even where sessions are recorded.

2.6   Recordings will not be used for performance or behaviour management

2.7   Recordings are intended to be 'as it happened' rather than polished performances

2.8   Panopto is the university system for recording lectures, other methods (e.g. MS Teams) should not normally be used

2.9   Where other tools are used to capture a session (e.g. during HyFlex sessions) the recording should be transferred to Panopto as the approved repository

2.10 If necessary, staff will have two working days to make edits before the recording is released to students through their respective Moodle module.

2.11 This policy shall be reviewed annually and where necessary will be updated as part of the continual improvement process.

3.   Opting out

3.1 In exceptional circumstances staff can make request to their Head of School or relevant nominee (e.g. Associate Head, Student Success) for not capturing a lecture

3.2 Staff requesting opt- out must complete the exemption from lecture capture (opt-out) form, normally at the start of the term.

3.3 The following reasons would typically receive approval for opting out of recording a full session:

- The session's sole focus involves students speaking for the majority of the time (e.g. giving presentations)
- A guest lecturer from outside of the university will be presenting and has refused permission for recording
- To accommodate current good practice in recording or other blended learning that would be hampered by full recording of sessions
- The session will deal with sensitive topics or material, including asking for the disclosure of personal data from students

4. Teaching and learning

4.1 Students can revisit lectures at their own pace which enhances engagement and allows them to make better sense of complex material.

4.2 Recording can enhance accessibility and inclusivity by providing materials and resources for students whose first language is not English, or those with special educational needs

4.3 The university encourages staff to manually record and upload any session (or part of a session e.g. exam advice) that staff believe will be useful for students

4.4 Third-party material that you may wish to include within a Panopto recording may be subject to restrictions on its use. Guidance on Copyright and the licences the University holds is available from ILS. Although commercially purchased media, can be used in class for educational purposes, substantial use of the content should not be recorded using Panopto unless you (or the University) have permission from the rights owner

4.5 ILS offers support on the technical, practical and pedagogic uses of Panopto (see appendix 1)

5. Recording students

5.1 Students must be informed that lectures will be recorded and their contributions may be captured, in Programme & Module Handbooks and Moodle pages

5.2 Student contributions may be captured as part of the recording process but this is not the purpose of recording

5.3 If a student does not wish to be recorded they may indicate 'time-out' prompting the lecturer to temporarily pause the recording

5.4 The use of cameras which support both hyflex and lecture capture are not to be used for the purpose of CCTV recording

5.5 The 'audience camera' in Hyflex spaces should not be included in a lecture recording, their purpose is to support sessions where a mix of online and in-room engagement take place

6. Data protection and storage

6.1 The primary legal basis of the University's processing of any personal data gathered in lecture capture is 'public task', as lecture capture relates to the University's functions as a learning and teaching institution

6.2 The secondary basis is 'compliance with a legal obligation', as it supports our duty under the Equality Act to make reasonable adjustments for disabled students

6.3 Recordings made with lecture capture technology are subject to the university's overarching policy on Intellectual Property, including its provisions on performers' rights and copyright

6.4 Where recordings are made in Panopto and have not been categorised against the relevant module, the academic is responsible for ensuring that the recording is recategorised appropriately to ensure the relevant students have access. Recording storage locations will be reviewed and staff may be contacted if they store recordings outside of Panopto

6.5 Students are only permitted to make audio recordings of a lecture or presentation given by a University of Greenwich employee, for the sole purpose of supporting that student's private study or where a reasonable adjustment needs to be made to comply with the Equality Act 2010, which must be agreed with the academic in advance of recording

6.6 Students are not permitted to share recordings, either captured on their own personal devices or through the university's recordings, privately or publicly, unless written consent is given by the university

7.   Appendix 1

ILS offers support on the technical, practical and pedagogic uses of Panopto. These are:

Panopto Training Essentials Moodle Module

Panopto Guidance via our IT and Library Services website

Technology Enhanced Learning (TEL) Moodle Module via our Learning and Teaching Resource Centre (LTRC)