



### Media Recording of Students in Learning Spaces

OSP Document Number	Table of Contents
Authorizing Unit Office of the Provost	Purpose 1 Scope 2 Definitions 3 Standard/Practice 4;6;8 Responsibilities 5;7;9 Instructions/Forms 10 History 11
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Implementation Authority Vice-Provost, Teaching and Learning	
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**Purpose**

- 1 The purpose of this document is to clarify the standards under which Instructors may record learning experiences of Students in physical and digital learning spaces. A classroom (physical or virtual) is not a public space; therefore Students have an expectation of privacy. With the exception of video recording a Student for assessment of learning, Student participation in media recordings in learning spaces is not mandatory.

There are many benefits to use different forms of media to capture activities that occur in learning spaces including: supporting different teaching and learning approaches (including hybrid modality courses); allowing Students repeated access to a lesson or learning materials (lesson capture); supporting assessment of Student learning; providing Instructors with recordings of their practice that can be used in self-assessment and self-reflection of teaching.

In addition to the benefits of media recordings, the need to protect the privacy of Students in the class being recorded is imperative. In addition to privacy protection, some students have reasons for not wanting their presence in a particular class or presence at a particular institution to be

recorded. Recordings without their knowledge and consent could put these students at risk by insufficient privacy protection.

**Scope**

- 2** This document applies to any Instructor planning to record experiences in a learning space. Three types of media recording are addressed:
- a) Media recording for lesson capture
  - b) Media recording for assessment of Student learning
  - c) Media recording for self-assessment of teaching

Media recording may occur in a learning space for research purposes, which this standard does not cover. For guidance on media recordings in learning spaces for research purposes, refer to the [TCPS 2 guidelines](#) . Student participation in research is not mandatory; therefore, students must provide consent in advance of media recordings for research purposes.

For any media recording of a guest or visitor in a learning environment (i.e. a guest lecturer) the guest should provide consent to be recorded for learning purposes, and be provided with the following information: where the content will be posted and for how long it will be stored.

This operating standard does not conflict or overlap with the University's Video Surveillance Policy.

This operating standard does not address recordings made by Students; Please refer to the University Calendar on [Recording of Lectures](#).

This operating standard does not address instances where communications media organizations such as newspapers, magazines, TV, and radio record in learning spaces.

**Definitions**

- 3** In this document
- a) "Instructor" means the Academic Staff Member, Appointee, graduate teaching assistant or other individual that is on record as the individual teaching a course or teaching a section of a course, or the Academic Staff Member serving as the supervisor or co-supervisor of a graduate Student.
  - b) "Student" means an individual registered in a University course or program of study.
  - c) "University" means the University of Calgary.
  - d) "Media Recording" refers to video, audio or photographic capture of activities within a learning space.

- e) ‘Media Livestreaming’ refers to a video broadcast streamed over the internet for live viewing
- f) “Learning Space” refers to the physical or digital spaces in which course activity takes place including, but not limited to, classrooms, online/virtual, field, lab and clinical spaces.

<b>Standard/Practice</b>	<b>4</b>	<p><b>4.1 Media Recording for Lesson Capture:</b> Media recording of an Instructor delivering a lesson does not require explicit Student consent, however advance notice must be provided to Students when media recording will occur in a learning space, in the event a Student’s image or voice is captured.</p> <p><b>4.2</b> Whenever possible, notice should be given in the course outline. Notification can also be given through an email to Students and/or verbally before media recording is taking place.</p> <p><b>4.3</b> The notice to Students must include the following information:</p> <ul style="list-style-type: none"> <li>a) students are responsible for turning off their camera and/or microphone if they do not wish to be recorded;</li> <li>b) the purpose, uses and final disposition of the recording, e.g. “Recordings will be posted on D2L for student use during the term, and will be deleted by the Instructor at the end of term. If parts of the lesson recording are used in subsequent course offerings, student content will be masked or removed.”;</li> <li>c) that recordings will be for lesson capture only, and will not be used for any other purpose. If parts of a recording are re-used in other course offerings, student content will be masked or removed.</li> </ul>
<b>Responsibilities</b>	<b>5</b>	<p><b>5.1</b> The Instructor will:</p> <ul style="list-style-type: none"> <li>a) give Students notice that there will be lesson capture media recordings occurring;</li> <li>b) post the media recording to an approved learning platform (e.g: D2L) for Student use;</li> <li>c) securely destroy the recording after the appropriate interval, which will depend on subsequent use;</li> <li>d) If the recording is being used for learning purposes after the course is over, any content with students must be edited to mask or remove student images, audio or video.</li> </ul>
<b>Standard/Practice</b>	<b>6</b>	<p><b>6.1 Media Recording for Assessment of Student Learning:</b> Media recording of Students may take place if the recording is necessary for the formative or summative assessment of learning (Examples include certain classroom activities, presentations, clinical practice, or skills testing that occur during the course). In these use cases, consent is not required.</p>

This does not include using media platforms to live stream or create media recordings to invigilate students completing an online timed assessment.

Whenever possible, notice should be provided to Students in advance of the course start date that certain activities will be recorded for assessment of learning purposes. It is recommended that this information be included in the course outline. Notification can also be given through an email to students a course and/or verbally as a reminder before the assessment takes place.

**6.2 Media Recording or Media Live Streaming for invigilation of timed online assessments:** The University has completed a thorough review of the benefits and risks of media recordings and media livestreaming for invigilation purposes. The University has determined that the risk of Academic Misconduct does not outweigh the significant challenges and risks associated with using online proctoring tools both automated and ad-hoc, including equity issues for students who lack access to technology including high speed internet and web cameras, students who need accommodations, students who are in non-ideal learning environments, magnified stress of ad-hoc invigilation, technical issues such as bandwidth issues needed for video streaming, security breaches and privacy risks.

Therefore, the University has determined the following:

- a) Media recording or live streaming of students for invigilation purposes is not permitted at the University of Calgary and remote invigilation solutions must not be used.
- b) This includes the use of professional e-proctoring software (unless the use of e-proctoring software has been approved) as well as the ad-hoc use of software such as Zoom and MS Teams that offer recording and live-streaming capabilities.
- c) When completing a timed online assessment, students shall not be required to do the following:
  - be live supervised by the instructor via webcam
  - download or install an e-proctoring software without approval
  - record themselves completing the online assessment. This applies to both live capture while completing the assessment and/or submitting a recording post-assessment.

This applies in both synchronous and asynchronous online assessments.

**Responsibilities**

**7**

**7.1 The Instructor will:**

- a) Give Students notice, ideally in the course outline, that activities (e.g. a presentation, clinical practice) will be recorded for assessment of their learning;

- b) give Students a reminder that the Instructor will be recording Students for assessment of learning purposes;
- c) retain the recording as specified by [retention rule 2000.01](#) “Examinations and Student Assignments”;
- d) store the recording in compliance with the requirements for level three confidential information as described in the [Information Classification Security Standard](#);
- e) not re-use the recording for any other purpose;
- f) securely destroy the recording after the appropriate interval.

<b>Standard/Practice</b>	<b>8</b>	<p><b>8.1 Media Recording for Self-Assessment of Teaching Practices:</b> Media recording of Students in a learning space may take place if the recording is necessary for the Instructor, or member of the instructional team (such as a graduate teaching assistant), to conduct a self-assessment of their teaching practices. Consent is not required.</p> <p><b>8.2</b> Notice should be provided to Students that activities will be recorded for Instructor self-assessment purposes (i.e. in the course outline, through email and/or during scheduled class time).</p>
<b>Responsibilities</b>	<b>9</b>	<p><b>9.1</b> The Instructor will:</p> <ul style="list-style-type: none"> <li>a) Give Students notice that teaching activities (e.g.,: a presentation or lecture) will be recorded for Instructor self-assessment purposes;</li> <li>b) give Students a reminder that the Instructor will be recording themselves and possibly Students for self-assessment purposes;</li> <li>c) retain the recording as specified by <a href="#">retention rule 98.0011</a> “Draft Documents &amp; Working Materials”;</li> <li>d) store the recording in compliance with the requirements for level three confidential information as described in the <a href="#">Information Classification Security Standard</a>;</li> <li>e) remove student content if the recording is subsequently included in a teaching dossier or similar materials;</li> <li>f) securely destroy the recording after the appropriate interval.</li> </ul>
<b>Instructions/Forms</b>	<b>10</b>	<p>Template for Notice of Media Recording</p> <p>Template for Consent to be Included in Media Recording</p>
<b>Relevant Links</b>	<b>11</b>	<p><a href="https://www.ucalgary.ca/provost/teaching-learning/recordings-learning-Environments">https://www.ucalgary.ca/provost/teaching-learning/recordings-learning-Environments</a></p> <p><a href="https://www.ucalgary.ca/student-services/studentsuccess/learning/academic-integrity">https://www.ucalgary.ca/student-services/studentsuccess/learning/academic-integrity</a></p> <p><a href="https://taylorinstitute.ucalgary.ca/resources/what-to-know-about-academic-integrity-when-designing-assessments-online">https://taylorinstitute.ucalgary.ca/resources/what-to-know-about-academic-integrity-when-designing-assessments-online</a></p>
<b>History</b>	<b>12</b>	<p>Approved: November 5, 2018</p> <p>Revised: June, 21, 2021</p> <p>Revised: November 15, 2022</p> <p>Effective: January 1, 2023</p>