**NOTICES TO STUDENTS REGARDING MEDIA RECORDING IN LEARNING ENVIRONMENTS**

**This template maybe modified to suit specific course requirements.**

**Media recording for lesson capture**

The instructor may use media recordings to capture the delivery of a lecture. These recordings are intended to be used for lecture capture only and will not be used for any other purpose. Recordings will be posted on D2L for student use, and will be deleted at the end of term. Students are responsible for turning off their camera and/or microphone if they do not wish to be recorded.

**Media recording for assessment of student learning**

The instructor may use media recordings as part of the assessment of students. This may include but is not limited to classroom discussions, presentations, clinical practice, or skills testing that occur during the course. These recordings will be used for student assessment purposes only and will not be shared or used for any other purpose. The recording will be destroyed as specified by [retention rule 2000.01](https://asc.ucalgary.ca/marrs/examinations-and-assignments) “Examinations and Student Assignments”.

**Media recording for self-assessment of teaching practices**

The instructor may use media recordings as a tool for self-assessment of their teaching practices. Although the recording device will be fixed on the instructor, it is possible that student participation in the course may be inadvertently captured. The recording will be destroyed as specified by [retention rule 98.0011](https://asc.ucalgary.ca/marrs/draft-documents) “Draft Documents & Working Materials”.