



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
Approval Authority Provost and Vice-President (Academic)	
Implementation Authority Vice-Provost, Teaching and Learning	
Effective Date January 1, 2019	
Latest Revision June 21, 2021	

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) “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.

- Standard/Practice 4**
- 4.1 Media Recording for Lesson Capture:** 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.
- 4.2** 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.
- 4.3** The notice to Students must include the following information:
- a) students are responsible for turning off their camera and/or microphone if they do not wish to be recorded;
 - 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.”;
 - 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.
- Responsibilities 5**
- 5.1** The Instructor will:
- a) give Students notice that there will be lesson capture media recordings occurring;
 - b) post the media recording to an approved learning platform (e.g: D2L) for Student use;
 - c) securely destroy the recording after the appropriate interval, which will depend on subsequent use;
 - 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.
- Standard/Practice 6**
- 6.1 Media Recording for Assessment of Student Learning:** Media recording of Students may take place if the recording is necessary for the formative or summative assessment of learning (note: this does not include using media recordings to invigilate students completing a timed assessment). Consent is not required.
- a) 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 in a

course and/or verbally as a reminder before the assessment takes place.

Responsibilities	7	<p>7.1 The Instructor will:</p> <ul style="list-style-type: none">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.
Standard/Practice	8	<p>8.1 Media Recording for Self-Assessment of Teaching Practices: 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>8.2 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>
Responsibilities	9	<p>9.1 The Instructor will:</p> <ul style="list-style-type: none">a) Give Students notice that teaching activities (e.g.,: a presentation or lecture) will be recorded for Instructor self-assessment purposes;b) give Students a reminder that the Instructor will be recording themself and possibly Students for self-assessment purposes;c) retain the recording as specified by retention rule 98.0011 “Draft Documents & Working Materials”;d) store the recording in compliance with the requirements for level three confidential information as described in the Information Classification Security Standard;e) remove student content if the recording is subsequently included in a teaching dossier or similar materials;f) securely destroy the recording after the appropriate interval.
Instructions/Forms	10	<p>Template for Notice of Media Recording Template for Consent to be Included in Media Recording</p>
History	11	<p>Approved: November 5, 2018 Revised: June, 21, 2021 Effective: January 1, 2019</p>