

## Media Recording of Students in Learning Spaces

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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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### 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: providing diverse techniques for learning strategies (such as flipped classrooms); simplifying and explaining complex problems; allowing Students repeated access to 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.

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

This operating standard does not address videotaping 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 Student consent if the recording device (i.e. camera or microphone) is trained on the Instructor only, and Students are not identifiable in the recording.
- 4.2** Notice should be provided to Students when media recording will occur in a learning space, in the event that a Student’s image or voice is inadvertently captured. Notice can be given through the course outline, emails to students in a course and/or verbally before media recording is taking place.
- 4.3** If it is likely that a considerable amount of Student images or voices will be captured, the Instructor may ask Students to consent to the capture of their image/voice, or the Instructor must review and mask any identifiable Student images or voices. If in doubt, Instructors should consult with the Access and Privacy Office at foip@ucalgary.ca.
- Responsibilities 5**    **5.1** The Instructor will:
- a) Give Students notice that there will be lesson capture media recordings occurring. The notice will explain that the recording is for lesson capture only and that it will not be used for any other purpose;
  - b) if necessary, collect consent from Students, or edit the media recording before posting to mask identifiable Students’ voices or images, including any deletions required, e.g.: an unrelated or inappropriate discussion with a Student identifiable by voice or opinions expressed;
  - c) post the media recording to an approved learning platform (e.g: D2L) for Student use.
- 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. 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**    **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.

**Standard/Practice 8 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.

**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).

**Responsibilities 9 9.1** The Instructor will:

- 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 themselves 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) not re-use the recording for any other purpose;
- f) securely destroy the recording after the appropriate interval.

**Instructions/Forms 10** Template for Notice of Media Recording (*to be drafted*)  
 Template for Consent to be Included in Media Recording

**History 11** Approved: November 5, 2018  
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