



LP 3.13

Effective:

8/14/2020

Revised:

Approved:

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Policy Owner:

Provost

Policy Administrator:

Provost

Affected Parties:

Students

Employees

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Classroom Recording

I Policy scope

Audio/video recordings of class meetings, course-related instruction, and discussion are allowed in order to accommodate instructors and students in teaching and learning of a specific course. Any recordings created by the instructor will be made available to only those students registered for that particular class.

II Use and distribution of recordings

No audio/video recordings of class meetings, course-related instruction, and discussion shall be downloaded (reproduced), shared, or published by any person or organization not actively registered to teach or take the specific course. Instructors or students who wish to use the audio/video recordings beyond the scope of a particular course must receive prior written consent from the instructor of record and the Provost. No course-related audio/video recordings may be shared with third-parties without prior approval/authorization from the Provost, the instructor, and any identifiable students within the recording subject to FERPA guidelines.

III Unauthorized release of recordings

Unauthorized release of course-related audio/video recordings, whether to parties internal or external to the University, may lead to disciplinary action up to and including termination or disciplinary action pursuant to the student code of conduct. Breaches of confidentiality, unauthorized, misuse, or disclosure of recordings may violate federal and state privacy laws and may also result in civil and/or criminal prosecution, penalties, or legal action. Any violation (unintentional or otherwise) must be reported immediately to the Provost.