

Guidance on Recording of Lectures for Enhancing Individual Study

This guidance is provided from the Information and Privacy Office to all instructional staff in respect to Recording of Lectures.

The recording of a lecture in any format should be permitted only with the prior **written consent** of the instructor or if the recording is part of an approved accommodation plan.

In instances where the instructor has granted permission for the recording of a lecture **for the purpose of enhancing individual study**, it is incumbent on the professor to let the class know that a recording is being made for these purpose but not to disclose any personal information about who has been granted such permission. It should be made clear in the agreement between the individual authorized to record and the instructor that the recording is solely for the purpose of individual study and that the recordings must be protected against further availability or distribution. In addition there should be some understanding as to when the recordings will be erased or deleted to the satisfaction of the instructor.

Some of the Protection of Privacy Issues that may arise out of such recordings:

1. Students engaged in discussion in class and offering opinions may feel their personal privacy is compromised by recording such session.
Response: Let the class know that the agreement provides for individual study only and that the agreement with the recorder stipulates that the information will not be further used or disseminated.
2. The opinions expressed by individual students on subject matter in class belong to the student expressing those opinions.
Response: Inform the class that the recordings has limited use for individual study and that the recording allowed is not significantly different from other students noting these matters.
3. Student may express that they need to consent to such recording.
Response: It is the instructor's prerogative to allow such recording as the copyright owner of the "performance" and as the manager of the pedagogical goals and learning experiences to enhance all student learning in a manner the instructor sees fit.

Specialized Support and Disability Services (SSDS) has a form that can be modified to suit your needs. Their website is <http://www.ssds.ualberta.ca/>.