

# **Policy for Student Recording of Classes**



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## Policy for Student Recording of Classes

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This policy was approved by the Academic Board in June 2015.

The university recognises that students may wish to record lectures to support learning; they may benefit from listening to recordings to aid note taking or revision. The university authorises students to create audio recordings in lectures, but to protect the privacy and dignity of staff and other students, they must obey the following points:

1. Lecturers will inform classes at the start of the module if students, other than those with a disability and associated needs assessment report, are not permitted to routinely record.
2. The recording of tutorials, practical and laboratory classes and particularly sessions where other students are presenting or discussing topics is not permitted for any student, unless it is specifically authorised by the member of staff and all those whose voices can be heard.
3. From time to time, lecturers may ask for recording devices to be turned off for a specific reason, for example if a topic being discussed has commercial sensitivity. All students are asked to observe such occasional requests.
4. Any recordings made are for personal use only. Under no circumstances should recordings be made on behalf of anyone else, be passed on to any other person by any means including via social media or email (except for the purposes of transcription only) or be made available to others through any means, including (but not restricted to) websites or podcasts.
5. Students may retain recordings of lectures for the duration of their programme of study. Once they have completed their programme, the student should delete all recordings of teaching sessions.
6. Recordings must not be stored on university servers e.g. the 'H' drive. You must store recordings on password protected personal devices or secure cloud space e.g. icloud, Dropbox.
7. Creating video recordings of classes of any type is not permitted without the express prior permission of the tutor and others who can be seen or heard within the recording.
8. Where students are using mobile phones to record classes, these should be set to silent and should not cause a distraction from the class.
9. Student recordings of classes will not be used in the performance monitoring of staff.

Failure to comply with these points represents a disciplinary offence. Students should see the Disciplinary Policy for more details on how a contravention of this policy would be dealt with.