



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

# Procedure:

## Recording of Live Course Content

Effective: 1 January 2016

Audience: Staff and Students

Policy Category: Academic  
Policy Sub-category: Learning and Teaching

|                      |  |
|----------------------|--|
| Key words:           | lecture capture, recording lectures, copyright |
| Procedure Owner:     | Deputy Vice Chancellor, Academic               |
| Responsible Officer: | Director, Learning and Teaching Office         |
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## 1 PURPOSE

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- 1.1** This Procedure sets out main processes to support implementation of the *Policy: Recording of Live Course Content*.

## 2 RELATED POLICIES AND REGULATIONS

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- 2.1** This Procedure should be read in conjunction with the *Policy: Recording of Live Course Content*.

## 3 RECORDING OF LECTURES AND TUTORIALS BY THE UNIVERSITY

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- 3.1** The University has approved the use of audio and visual Lecture capture software to record Lectures and tutorials (Lectures) delivered in specifically approved Schools and subjects.
- 3.2** The use of Lecture capture recording software is limited to those courses which have been approved for recording by staff and timetabled in venues equipped with approved software.
- 3.3** Staff are not obliged to record Lectures through approved Lecture capture software and its use will be at the lecturer's discretion. Staff may elect to opt out of the recording of Lectures provided adequate notice is given to the School and Students.
- 3.4** Access to recorded Lectures will be available only to those Students enrolled in courses to which Lectures are recorded. Students must be advised at the commencement of each semester whether Lectures or tutorials for that particular course will be recorded.
- 3.5** Student are only permitted to use recorded Lectures for their own personal study and are not permitted to reproduce or distribute the recording to any other party through any other medium, including social media or online posting/communication. Students are required to delete any recorded lecture when use of the recording is no longer needed for study purposes.
- 3.6** Where Lectures are recorded the University will make available the recorded Lecture on the University's approved Learning Management System within 24 hours of the Lecture being recorded.
- 3.7** Students must comply with:
- 3.7.1 any copyright or privacy warnings provided by the University in relation to the use of recorded Lectures;
  - 3.7.2 University ad School policies, procedures and guidelines that apply to the recording of Lectures or tutorials.
- A failure to comply with Clauses 3.7.1 or 3.7.2 above may result in disciplinary action being taken against the Student.
- 3.8** Recorded Lectures will remain available to Students until the completion of the exam period for that course, after which recorded Lectures will be archived and available subject to approval.
- 3.9** Lecturers may stop the recording of a Lecture at any time when they feel it is inappropriate to continue due to the content of the Lecture.
- 3.10** Lecturers are permitted to make changes to the recorded material after the conclusion of the Lecture where the changes are reasonable and appropriate. If any changes alter the substantive content of the material covered in the Lecture, Students must be advised of the change as soon as possible.

## 4 RECORDING OF LECTURES BY STUDENTS

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#### **4.1 Student recording of Lectures**

- 4.1.1 The University recognises that the allocation of teaching rooms with recording equipment across the campuses is limited and that there will be circumstances where Students may wish to record Lectures on their own personal devices.
- 4.1.2 Students who wish to use a recording device in Lectures are required to seek permission from the lecturer prior to the commencement of the Lecture. Where the Student can satisfy the lecturer that their request meets the conditions set out below the lecturer should not unreasonably withhold granting permission.
- 4.1.3 Any permission given to allow a Student to record a Lecture will be subject to the following conditions:
  - 4.1.3.1 The recording is for the Student's personal use and will be used only for the purpose of studying or revising the material contained in the Lecture;
  - 4.1.3.2 The recording will not be distributed to any other party through any other medium, including social media or online posting/communication;
  - 4.1.3.3 The recording of the Lecture does not cause any disruption to other Students or the lecturer;
  - 4.1.3.4 The Student acknowledges that the University is granting the Student permission to record the lecture and that the University, and in some instances the lecturer, own the copyright in any recording of the Lecture and that any use by the Student of the recording outside the permitted use may constitute a breach of copyright, academic misconduct and may result in disciplinary action by the University against the Student;
  - 4.1.3.5 Recordings may not be used in any way to embarrass or harm the reputation of any lecturer or Student whose comments are recorded;
  - 4.1.3.6 All recordings should be destroyed once the Student completes the course to which the recording relates.

#### **4.2 Student recording of other types of teaching involving Student interaction**

- 4.2.1 Students who wish to record teaching sessions that involve Student interaction such as tutorials or laboratories must seek permission from the Tutor prior to the commencement of the class. The Tutor will advise the other Students in the class and seek their consent. A Student will only be permitted to record the session if the consent of all other Students in the class is obtained.
- 4.2.2 The conditions set out in Clause 4.1.3 above apply to the recording of other modes of teaching. If permission is granted to record the tutorial, the Tutor may direct the Student to stop recording at any time during the teaching sessions if the Tutor or a Student requests that the recording be stopped.
- 4.2.3 A failure to comply with Clause 3.7 or 4.1.3 of this Procedure may constitute misconduct and result in disciplinary action being taken against the Student.

## **5 COPYRIGHT**

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#### **5.1 The University has approved the following copyright warning:**

- 5.1.1 *Copyright in these lectures is owned by the University of Notre Dame Australia. The materials contained in this lecture may only be used for your personal study. Any use of this material for any other purpose or distribution of this material without the University's express permission will infringe the University's copyright. Students are not permitted to record this material on personal devices without first obtaining permission*

*from the University.*

- 5.2 Staff presenting Lectures which will be recorded by the University are required to attach the copyright warning to all materials presented during the Lecture and to verbally advise Students of the University's position on the recording of Lectures.
- 5.3 A failure to attach or verbally provide the copyright warning does not constitute any waiver of the University's position and all Students will be bound to the terms of this Policy regardless of whether a copyright warning is attached to material.

## 6 RELATED DOCUMENTS

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- 6.1 *Guideline: Echo360 Lecture Capture*
- 6.2 *Policy: Recording of Live Course Content*
- 6.3 *Policy: Privacy*

## 7 DEFINITIONS




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- 7.1 For the purpose of this Procedure, the definitions outlined in the *Policy: Recording of Live Course Content* apply.
- 7.2 In addition, the following definitions apply to this Procedure:
  - 7.2.1 **Learning Management System** means the education software used by the University for the documentation, administration, reporting, tracking and delivery of an educational program.
  - 7.2.2 **Tutor** means a member of University academic teaching staff who facilitates a smaller group discussion (18-20 students) of lecture content and course assessment, as well as presentation and debate of themes and concepts related to the course.

| Version | Date of approval | Approved by     | Amendment  |
|---------|------------------|-----------------|--|
| 1       | 15 December 2015 | Vice Chancellor | New Policy.  |
| 2       | 11 July 2019     | DVC, Academic   | Process content extracted from Policy, reformatting to new Procedure template. |

## 8 PROCESS SUMMARY

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| <i>Process Step</i>   | <i>Responsibility</i>   |
|---|---|
|    |   |
| <p><b>Prior to Course commencement</b></p> <ul style="list-style-type: none"> <li>• Advise teaching staff about opt-out procedure for recording of lectures (annual).</li> <li>• Learning Access Plans distributed to teaching staff as appropriate.</li> </ul>   | <p>Learning and Teaching Office<br/>School</p>  |
|    |   |
| <p><b>During delivery of Course</b></p> <ul style="list-style-type: none"> <li>• Advise Students if lectures/tutorials will be recorded.</li> <li>• Record lecture and upload to Learning Management System within 24 hrs.</li> <li>• Advise students of any substantive changes made to recorded material.</li> <li>• Ensure copyright warnings on all materials presented during a lecture.</li> </ul> <p>Where Lecture capture is not available:</p> <ul style="list-style-type: none"> <li>• Seek permission to record live course content.</li> <li>• Grant permission to record live course content if request satisfies conditions set out in clause 4.1.3.</li> </ul> | <p>Lecturer/School<br/>Lecturer</p> <p>Lecturer</p> <p>Lecturer</p> <p>Student<br/>Lecturer/Tutor</p> |
|    |   |
| <p><b>Following Course</b></p> <ul style="list-style-type: none"> <li>• Archive recorded lectures after completion of the exam period for that course.</li> <li>• Destroy personal lecture recordings.</li> </ul>   | <p>School</p> <p>Student</p>  |