



Policy on Lecture Capture

Scope: University-wide	Policy Administration: Director of Education Technology Office and eLearning
Applies to: Staff, Faculty and Students	Version: Updated as of 2020-08-17
Approved by: President and Executive Staff	Approved on: 2020-08-17

1. PURPOSE

To establish University policy on the recording of course materials, Framingham State University defines “Lecture Capture” as the action of recording course sessions or course content (capturing audio/video/multimedia in any combination) for the purpose of making that content available to students within the confines of a secure and protected learning environment and not through a public forum. Course materials/course sessions/course content includes captured materials from class proceedings within a classroom, student-produced recordings created for an assignment, recorded presentations, and any other recorded materials to enhance the course experience.

This policy defines the various use cases supported by the University, the rights of the content owners (anyone who creates lecture capture media), and participants, who may be recorded in the process of making the video. The policy also defines the responsibilities of the content owner and the logistics for supporting Lecture Capture on campus.

2. POLICY STATEMENT

This policy applies to any type of lecture capture recording, regardless of the technology used to create the medium. Captured course material can be made for the purpose of supplementing face-to-face lecture as well as replacing face-to-face lecture, such as in an online, blended, or web-enhanced course. Captured course material does not replace overall instruction of a course and cannot be used by the university, another instructor, or a student without the instructor’s consent. The use or re-use of the captured material must follow privacy guidelines to protect students and instructors and appropriate consent must be obtained before material is re-used. Information presented in this policy is intended to guide the use of Lecture Capture in a learning environment.

Accessibility:

All lecture captured material must be captioned to align with the University’s standards for accessibility. Free tools are readily available to all users through the supported university tools. Paid captioning services are available at an additional cost. It is the responsibility of the creator to ensure that their materials are captioned. For those unfamiliar with the tools, there is training available through the Education Technology Office. Content owners are encouraged to work with the Center for Academic Success and Advising (CASA) to address the needs of specific situations with regard to recorded content accessibility. Further information is available on the [Framingham State University website](#) or content owners may contact Dr. LaDonna Bridges, Director of Academic Support/Disability Services at 508-626-4906 or lbridges@framingham.edu.

Use Cases:

The Use Cases supported by this policy are listed in **Table 1: Lecture Capture Use Cases**. This document is intended to be reviewed annually and may be expanded to accommodate more conditions as Lecture Capture becomes more integrated into the curriculum or new technologies are integrated into course delivery.

Table 1: Lecture Capture Use Cases

Use Case	Description	Logistics
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Recorded Class Proceedings	Recording a class or session as it happens for the purpose of making the lecture content available to students through the Learning Management System as a supplemental study tool for review.	Recorded class proceedings are intended for use within a single semester. The recording may include all members of the session or may be limited to the content owner's lecture and supporting media. Students may opt-out of being recorded or photographed assuming they follow the guidelines outlined in the Ram Handbook.
Pre-recorded Lecture	Pre-recorded Lectures are made in advance of a class session as a supplement to posted class materials in an online, blended, or web-enhanced class.	Pre-recorded lectures are intended for use across multiple semesters. Content covered in a recording falls under the "intellectual property" definition as defined by the employee's contract.
Guest Speaker	Recordings of course guest speakers (made in advance or in real-time) may be used to supplement spoken or posted course information.	Guest speaker recordings are subject to copyright laws and may only be used with written consent of the speaker for a duration outlined in an agreement between the speaker and member of the university. When student participation has been captured as part of the recording, the appropriate permissions should be obtained before these recordings are shared.
Student Created Recordings	A recording that is initiated by a student for the purpose of presenting their work to their instructor and/or peers (for example, to complete an assignment).	Students should be made aware of the expectation to create recordings, the required content of the recordings, and the nature of sharing the recordings with classmates at the start of the course. The expectation is that student recorded work is only made available within the single class; explicit written permission must be obtained by the instructor to share the recording beyond the specific course for which the work was submitted.

Privacy Guidelines:



Captured Materials are intended for students enrolled in a specific course through the University Learning Management System. The same privacy considerations that would apply in a physical classroom, particularly to student work, apply to captured recordings. Content owners are expected to agree to the terms of the University Policy on Lecture Capture.

Provisioning:

University-supported lecture capture tools are available within each course of the Learning Management System. All instructors are encouraged reach out to the ITS-Education Technology team if unfamiliar with this policy, or lecture capture technology and procedures.

Access to Recordings:

Availability of lecture capture recordings should be managed through the Learning Management System (via established integrations) to ensure that access is granted only to students enrolled in active courses at Framingham State University. Access to recordings is determined by the content owners who may decide to limit access.

Data Protection:

Personal data is stored and managed in accordance with the University’s policy on data protection.

Copyright:

Content owners, using any form of lecture capture, are responsible for ensuring compliance with all University and third-party copyright policies. Content owners must obtain and retain permission from the copyright holder if use of the content is not allowed by fair use or if permission for use is required.

Intellectual Property:

The content of lecture capture recordings fall under the “intellectual property” definition as defined by the employee contract and is protected by Copyright. The roles of each content owner and content consumer are defined in **Section 3**

ASSIGNED ROLES AND RESPONSIBILITIES

3. ASSIGNED ROLES AND RESPONSIBILITIES

<i>Role</i>	<i>Assigned Responsibilities</i>
Content Owners	<p>Faculty are advised to include a statement in the course syllabus that explicitly informs students of the potential for classroom recording and makes students aware of the ways in which the recorded material is made available to other students.</p> <p>Content owners must ensure that their recordings are properly captioned and compliant with accessibility standards of the University.</p> <p>Content owners must make adjustments to ensure that the privacy of students or others captured in the recordings is honored. The use of lecture capture recordings where students are explicitly captured (visual or audio) should be limited to the semester in which the recording took place and not shared beyond that semester unless explicit written permission is received.</p>



Role	Assigned Responsibilities
Student	<p>Students may opt-out of appearing in any recordings in the interests of their privacy and safety.</p> <p>Students creating recordings should adhere to the University's and third-party copyright policies as appropriate.</p> <p>Students creating recordings must follow privacy guidelines when their recording captures the image or voice of other students. This includes the requirement to obtain explicit written permission from other captured individuals before re-using the video in other circumstances.</p>
Guest Speaker	<p>Faculty and staff intending to record guest speakers must obtain agreement from the speaker(s) in writing and in advance of the recorded session. Speakers should be made aware that they will be recorded and should agree to the intended use(s) of the recording.</p>

4. RELATED UNIVERSITY PROGRAMS, POLICIES, OPERATIONAL PLANS, AND PROCEDURES

Documentation Name	Documentation Steward
Framingham State University's Acceptable Use Policy	Information Security Officer

5. APPLICABLE LAWS, REGULATIONS, AND CONTRACTUAL OBLIGATIONS

Statutory, Regulatory, Contractual, Executive Order	Authority
FERPA - Family Educational Rights and Privacy Act	U.S. Department of Education
U.S. Copyright Act 17 U.S.C. 101-810	U.S. Copyright Office

6. ENFORCEMENT OF POLICY VIOLATIONS

Failure to comply with this policy, intentionally or unintentionally, may result in one or more of the following:

- Termination, without notice, of access privileges to information and technology resources.
- Disciplinary action, up to and including termination of employment.
- Civil or criminal penalties as provided by law.

7. REVIEW AND REVISION HISTORY

Information security policies must be reviewed annually by the Information Security Officer. If a policy has been revised, then it must have all necessary approvals before being published. In the last column, indicate whether the activity was a review or a revision; if a revision, summarize the changes.

Date	Name and Title	Summary of Review and Revision
2020-06-02	Roy Galang, Information Security Officer	Revised and adapted to the current policy template
2020-06-10	Stacy Cohen, Instructional Technologist	Reviewed and commented throughout the document. Special attention needs to be given to how accessibility is managed; this was a critical aspect of the original



		document and was the reason behind the use cases and why we did not just release the tool to the whole campus (required faculty meet with ETO, indicated that the policy needed to be reviewed before they could use the tool... this was all to teach them about accessibility). Also, the nature of course videos as a supplement to the face-to-face course is not completely valid under the current conditions.
2020-06-11	Robin Robinson, Director, Education Technology and eLearning	Reviewed, resolved, and approved suggested edits and modifications.
2020-08-17	President and Executive Staff	Reviewed and Approved