



### Administrative Policy

Policy Type:	Student Services
Policy Title:	Recording of Class Sessions and Distribution of Course Materials
Offices Responsible:	Student Services and Academic Affairs
Related Policy:	Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99);

### **Policy Statement**

This Policy provides basic guidance and directives regarding how to protect privacy and data while utilizing approved remote software tools for face to face or virtual modalities. This Policy describes the approval processes for and allowable uses of recorded class sessions, as well as the distribution of course materials. OCC is committed to protecting the privacy of faculty, students, and employees while working or participating in educational programs in all modes of instruction.

### **Definitions**

1. **Non-Recorded Course Materials**: Course-related educational materials, including but not limited to, lectures, syllabi, lecture notes, exams, problem sets, and presentations.
2. **Recording(s)**: Audio/visual documentation of class activity or materials. Recordings can include traditional audio and video recordings and still photography of class lectures, activities, and course materials, as well as new communication technologies that provide for streaming and digital transmissions or recording of such instructional content or communications between faculty members and students or students engaged in class activities. Recordings can be student-initiated, instructor-initiated, and college-directed recordings.

### **Accommodation**

Following the interactive process with ACCESS, if a determination is made that a student is in need of a reasonable accommodation in accordance with the Americans with Disabilities Act (ADA) of 1990 and section 504 of the Rehabilitation Act of 1973, such an accommodation may be granted. Reasonable accommodations could include the recording or adaptations of classroom lectures, activities and materials for personal study and research. Recording authorization, if permitted as a reasonable accommodation, does not allow the reproduction, exchange or distribution of classroom lectures, activities and materials for any other purpose.

### **Authorization and Disclosure Required For All Recordings**

- A. **Students** – Without an ADA accommodation, the College prohibits the recording of class sessions by students, unless the instructor grants permission, and all students in the class as well as guest speakers have been informed that recordings will occur. Instructors may revoke permission at any time. Authorizations given to a student to record a class session should only be given when recordings will be used for the purpose of individual or group study with other students enrolled in the same class during the same term.
- B. **Instructors** - The College prohibits the recording of live class sessions, regardless of instructional modality, unless all students and guest speakers present have been informed that recording will

occur and may be stored in the course learning management system. It is recommended that a statement be added to the syllabus indicating the possibility of class recording. If a student has a privacy concern and does not wish to appear in the recording, that student should be advised to turn their video or audio off.

**Recordings May Only be Used For Certain Purposes**

- A. Students - When authorized by the instructor, recordings may only be used for the purpose of individual or group study with other students enrolled in the same class during the same term. If a student does not wish to appear in an authorized student recording, the student should notify the Instructor who will arrange for the appropriate accommodation.
  - i. Students may not copy, reproduce, display or distribute non-recorded course materials or recorded class materials to other individuals without explicit written consent of the individual or instructor who created the materials. Students are not allowed to exchange or distribute non-recorded course materials for commercial purposes, for compensation, or for any other purpose, other than study by students enrolled in the class during the same term.
  - ii. Recordings may not be reproduced or shared without written permission from the Instructor. Additionally, recordings may not be exchanged or distributed for commercial purposes, for compensation or for any other purpose. Improper distribution of recordings from class activity by students disrupts the College learning environment and is therefore a violation of the Student Code of Conduct, which could subject a student to disciplinary action. At the end of the course and upon request, all recordings of class activity must be returned to the instructor.
  - iii. The improper distribution of non-recorded course materials and/or recordings of class activities/materials disrupts the College learning environment and is a violation of the Student Code of Conduct that could subject a student to disciplinary action.
  
- B. Instructors - Any recording(s) that visually or audibly identifies students in the class, or contains sufficient information that may result in the identification of a student, may only be copied or stored for instructional purposes with students enrolled in the same class during the same term and may only be stored on College owned, password protected sites. Recordings may not be exchanged or distributed for commercial purposes or compensation. The College may have the right to use and retain copies of such recordings for accommodations provided through ACCESS for that class.

**Change Log**

12-02-2020  
01-04-2021

Approved by Vice Chancellor for Student Services  
Effective date