



## Student Recording of Lectures Policy 2023 - 2025

**Equality Impact Assessment:** Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

### 1. POLICY STATEMENT

- 1.1 Askham Bryan College recognises that there are many benefits to recording lectures for educational purposes, for instance, to aid note taking or to aid revision. Students may make their own audio and video recordings, subject to the following conditions, to ensure the privacy and dignity of staff and other students (see section 4).
- 1.2 The College does not have lecture capture facilities.

### 2. SCOPE AND LIMITATIONS

- 2.1 This policy applies to all students and staff involved in teaching and learning.

### 3. DEFINITIONS

- 3.1 For the purposes of this policy, the term 'recording' refers to the action or process of capturing audio and video recordings of a lecture.

### 4. RESPONSIBILITIES

- 4.1. The Curriculum Area Managers will have overall responsibility for ensuring compliance with this policy.

### 5. RECORDINGS BY STUDENTS

- 5.1 Recordings of lectures will only take place where the lecturer deems it suitable of being recorded. By deeming a lecture to be suitable of being recorded, the lecturer is also consenting to be recorded.
- 5.2 Lecturers will inform students at the start of the lecture if students are permitted to record and to give students who are present in that lecture an opportunity to object.

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## STUDENT RECORDING OF LECTURES POLICY 2023 - 2025

- 5.3 Examples of when it may also not be practical to record a lecture include, but are not limited to:
- where commercially or emotionally sensitive content, information or images is likely to be discussed or shown;
  - where students are highly visible or audible for extended periods, such as when presenting or discussing topics, or taking part in live assessment activities;
  - where research confidentiality could be breached;
  - where a guest lecturer external to the College has not consented to be recorded;
  - some other substantive reason.
- 5.4 Lecturers may therefore 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.
- 5.5 Lecturers can also ask students to pause a recording, for instance, during discussions or where sensitive material is being taught.
- 5.6 **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.
- 5.7 Student recordings of lectures will not be used in the performance monitoring of staff.
- 5.8 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.
- 5.9 Inappropriate use of recordings will be considered as a breach of the Student Code of Conduct and may result in positive intervention under the College's Positive Behaviour Policy. Inappropriate recording and distribution may be subject to legal action.

## 6. RECORDINGS BY STUDENTS WITH SEN OR DISABILITIES

- 6.1 Students with SEN (Special Educational Needs) or who have shared a disability must still attend lectures, where possible, and may create recordings of lectures, but when instructed by lecturers, for instance, in any of the circumstances set out at 5.3, they must turn off these devices.
- 6.2 Students with SEN or who have shared a disability should also speak to Inclusive Services about what other reasonable adjustments can be made to support them in their studies.

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## **7. INTELLECTUAL PROPERTY**

### **Content of lectures and teaching materials**

- 7.1 The content of any lectures and or teaching materials shall belong to the College.
- 7.2 However, the College grants students the right to use this material for the purposes of their course(s), subject to any limitations as set out in this policy or required by law.

### **Guest lecturers**

- 7.3 Rights in materials created by guest lecturers are likely to be owned by the guest lecturer or their employer. Where this is not the case, guest lecturers should ensure they have appropriate copyright clearance for any material included in their lecture. The guest lecturer or their employer may, however, license the College to use that material.

## **8. MONITORING AND REVIEW**

- 8.1 The Curriculum Area Managers will maintain oversight of the effectiveness of these arrangements.
- 8.2 This policy and the implementation arrangements which underpin it will be reviewed annually by the Legal and Compliance Adviser.

## **9. SUPPORTING/RELATED DOCUMENTS**

Special Educational Needs and Disability (SEND) Policy  
Guidance for Disabled Students Higher Education  
Equality, Diversity and Inclusion Policy  
Student Charter  
Use of AI Policy  
Positive Behaviour Policy and Procedures

## **10. RELEVANT LEGISLATION**

- 10.1 In all aspects of this policy the College will comply with the following legislation:

Copyright, Designs and Patents Act 1988  
Data Protection Act 2018  
UK General Data Protection Regulation ("UK GDPR")  
Equality Act 2010

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