
Audio Video Recording for Educational Activities



Responsible Office	Pro-Vice-Chancellor for Student Experience
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Approving Authority	Senior Leadership Group
Date of Approval	22nd September 2021
Effective Date	9 th November 2021
Related Procedures	
Related University Policies	Regulations for the use of computer facilities Data Protection Policy Staff Disciplinary Policy Privacy Notice for students Copyright Policy Student General Regulations
Amended (if applicable)	
Supersedes	Minerva Capture Policy
Next review due	June 2024

1 Purpose

The University recognises that the recording of educational activities can support student learning, enhance the student experience, and improve inclusivity and accessibility. The purpose of this document is to set out a policy that facilitates the recording by university staff, external speakers, students or others, of activities with an educational purpose that are delivered by or for Bath Spa University.

All types of audio or video recordings in all media, used for educational activities, are covered by this policy. This includes recordings of synchronous and asynchronous teaching materials, produced by any of the systems or tools available within the University.

2 Principles

The University is aware that some staff have concerns over the use of recording materials in teaching, particularly in relation to ownership of material, impact on student engagement, and use of data in performance management. This policy seeks to provide reassurance and offer safeguards in relation to these concerns, and to facilitate a more inclusive and accessible learning environment for students.

It seeks to ensure that:

- Recordings of educational activities are used in ways that support the learning of students.
- Recordings of educational activities are used in ways that support the teaching and learning requirements of different academic disciplines.
- All users of recordings of educational activities recognise that they are subject to the same mistakes as live lectures on campus. The purpose is to enhance the learning experience through a recording of the live event, accepting the errors that this might include.
- Staff and students are clear on their rights and responsibilities when making and using recordings of educational activities.
- Advice is provided about the sharing and publication of recordings of educational activities.
- Recordings of educational activities are not used for the management of performance. The only exception is in cases of gross misconduct where it may potentially provide a source of evidence.
- Staff maintain the right to make individual judgements about the appropriateness of recordings of educational activities. In making this decision, the following points should be considered:
 - educational value of making the recording
 - consistency of student experience across modules within a programme of study
 - benefits for students with diverse learning styles
 - content of the subject area and potential sensitivities that may emerge during the educational activity

3 Policy

3.1 Recording and publishing

- i. It is expected that where the facility is available and the context is appropriate, the educational activity will be recorded, and the mitigations summarised in this policy will limit any exceptions. However the University recognises that some teaching sessions may not be suitable for recording given the nature of the material or the type of activity. Examples may include, but are not limited to:
 - discussion of a sensitive nature
 - discussion that may include sensitive personal data e.g. racial or ethnic origin, religious or other beliefs, physical or mental health, sexual activities or the alleged commission of a criminal offence
 - discussion of confidential research data
 - activities that may not lend themselves to effective recording
- ii. Recordings of educational activities may involve audio and slides only. There is no requirement or expectation that recordings will involve video of staff.
- iii. Recordings of educational activities are only available to registered Bath Spa University students, for the purposes of study on a Bath Spa University programme.
- iv. A captioned version of the recording should be made available to students.

3.2 Student use of recordings of educational activities

- i. Students may only use recordings of educational activities for the purposes of legitimate personal academic study at Bath Spa University.
- ii. Students are not permitted to make personal recordings of any session without the prior consent of the member of staff responsible for the session, unless this is a reasonable adjustment within an Academic Access Plan.
- iii. Students may download recordings to their personal devices but are required to delete these once they are no longer a registered student of Bath Spa University.
- iv. No copying, sharing, editing or re-recording of recordings of educational activities by students is permitted.
- v. Students who copy, share or edit recordings without the University's prior written authorisation, or otherwise misuse such recordings, may be subject to disciplinary proceedings.
- vi. Students accessing recordings from overseas should remain mindful of national restrictions on access to specific types of recordings and online materials, and inform their tutor where this poses a challenge to their learning.

3.3 Use of data and recordings of educational activities for enhancement purposes

- i. Data relating to student and staff use of recordings of educational activities may be collected for regulatory requirements.
- ii. The University may use data and learning analytics from recordings of educational activities to support enhancement work.
- iii. Staff may choose to use recordings of educational activities to reflect on their practice and as part of a peer review process.

3.4 Other uses of recordings of educational activities

- i. The University will not use recordings of educational activities in staff performance management.
- ii. The University will not normally use recordings of educational activities in disciplinary proceedings, except in cases of alleged misconduct where this material may provide relevant evidence.
- iii. Recordings of educational activities from a previous cohort will not be used without the staff member's consent. For example, recordings from a previous year will not be used to cover University staff exercising their legal right to take industrial action without the staff member's consent.
- iv. Recordings of educational activities will not be used as evidence in student appeals and complaints, except in cases of alleged misconduct, as per 3.4.ii.
- v. The University may use data from recordings of educational activities for regulatory requirements, e.g. TEF submission.

3.5 Consent, Data Protection, Rights and Copyright

- i. At the start of each session, tutors must clarify whether the session is being recorded and how the recording will be used. Please see accompanying guidance on Sulis.
- ii. The University may make recordings of students for the purposes of assessment but students must be informed of this in advance. Any student not wishing to be recorded should notify the member of staff as soon as possible and before the start of the educational activity concerned.
- iii. Recordings should not be kept in perpetuity. Recordings of educational activities should normally be made available to the enrolled students for the duration of their programme of study and then deleted.
- iv. Staff are responsible for ensuring that the material does not breach copyright, and are expected to seek approval and amend accordingly, or take down promptly if found to be in breach.
- v. Any publication of defamatory or obscene material, or unauthorised recordings on external websites is unacceptable and will be subject to the University's normal disciplinary procedures.
- vi. Staff should be aware that while it may be permissible to show third party content in a lecture for educational purposes, it may be a breach of copyright to record and subsequently publish this content in recordings of educational activities. Please see the online [copyright guidance](#) from the Library.
- vii. The University has the right to take down any recordings that do not conform to this policy, or

other University policies, or which otherwise contravene legal requirements. Concerns can be raised via [Apollo](#).

- viii. Recordings should not contain personal data. Where this is unavoidable and for valid reasons, this personal data must be managed in accordance with the University's data protection policy.
- ix. Unless agreed otherwise with the University, intellectual property in captured sessions belongs to the University, including where material created by University staff is delivered by an external guest lecturer. The University therefore owns the intellectual property rights of any recordings made as part of a member of staff's employment at the University.
- x. Individual staff retain performance rights in captured sessions. Recorded activities are derivative of a live event and solely intended for the benefit of students. The University will seek permission of individual staff members to re-use their recordings under circumstances other than their original intent.