



The Institute
of Contemporary
Music Performance

Digitally Mediated Academic Content (Including Lecture Capture) Policy

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
1.1	Q4 2022-23 LTAC07	This policy sets out protections and limits around lecture capture, digitally-mediated resources and video/audio recordings for use by students.	Head of TEL (JT)	Q4 2023-24
Related policies				
<ul style="list-style-type: none">• Student Code of Conduct• Social Media Policy• Attendance Policy				
External Reference				
N/A				

1. Introduction

- 1.1. Lecture capture (video and audio recording of lectures) is an increasing trend across the University sector (71% of UK Institutions reported in 2016 they were operating a lecture capture system, and 44% reported they had developed an associated policy).
- 1.2. In line with this trend, lecture recording is increasing across ICMP for a number of reasons including changing pedagogical models of delivery, availability of lecture-capture systems, and students themselves recording lectures. This trend is likely to continue. As it does, it creates an increasing requirement for ICMP to provide guidance and to clarify the regulatory position regarding audio and video recording of lectures. Lecture capture is commitment in the LTA Strategy for the Institution (Section G of the LTA Strategy 2019-22)
- 1.3. The recording of lectures is a useful resource for students, including: revision purposes; revisiting particularly difficult points that they may have missed or misunderstood; writing more detailed notes following a lecture; for those students who have particular educational needs (declared or undeclared) and/or for whom English is not their first language.
- 1.4. However, it is important that staff and students understand what recording is not designed to do. ICMP recognises and acknowledges that:
- 1.5. Recording is not intended to replace student contact time or reduce student attendance at lectures. It is provided to enrich the student experience and an enhanced revision aid.
- 1.6. Not all teaching styles are suitable for recording and staff should not feel required to change their preferred teaching style simply to ensure that it can be recorded.
- 1.7. This policy sets out the circumstances in which recording may take place, the respective roles and responsibilities of those involved in such recordings, and the implications of breaches of this policy. For the purposes of this policy, the term 'recording' refers to any video/audio recording of a lecture or other teaching session, made with any type of recorder.

This policy refers to, and intersects with, the Student Code of Conduct, a potential Social Media Policy, and the Attendance Policy.

2. Principles and Practice

- 2.1. In rooms where lecture capture is enabled ICMP will attempt to automatically record scheduled classes. ICMP does not guarantee the availability of scheduled class recordings.
- 2.2. Lecturers can allow students to audio record classes for personal use, as part of its commitment to creating an inclusive learning environment (Section 3)
- 2.3. Staff should only use ICMP supported platforms for delivering academic content and interaction, to ensure legal compliance and protections, but also to ensure full integration with other ICMP learning technology systems.
- 2.4. ICMP recognises that whilst the content of lectures remains the property of the Institution, it is only in the act of recording that issues of ownership arise. Verbal and/or physical contributions to group learning activities by students and staff, for example, remain the intellectual property of their authors.
- 2.5. For this policy therefore, lectures are defined as staff-led sessions (classes/demonstrations) which normally contain no or limited personal, sensitive and/or confidential contributions from staff or individual students. Such sessions are considered suitable for recording by ICMP.

Digitally mediated content made available via the ICMP learning systems, be these podcasts, video interviews, or any other content, are subject to the same restrictions and protections as lecture-recordings and are not to be shared by students, or used for any

purposes beyond the study of the particular module or as indicated by ICMP.

No academic content provided to students by ICMP can be shared by students or staff, whether whole or as an excerpt. Doing so, through any media, constitutes a breach of ICMP rules and will be subject to disciplinary action, and penalties.

<https://www.ICMP.ac.uk/students/disciplinaries>

Penalties could include (but are not limited to):

- Exclusion temporarily, or in serious cases, permanently from the School;
- Restricting access to specific facilities for a fixed period;
- Making a financial charge for damage caused;
- Imposing a fine;
- Requiring a written apology;
- Issuing a warning with conditions;
- Adding a note to a student's academic record which may be made available to potential employers who request references for the student.

3. Audio recordings made by students

- 3.1. Students may only make their own recordings with the permission of the tutor. Consideration should be given by the tutor to declared or undeclared disabilities. Allowing students to use an audio-recording device in these circumstances will normally be a reasonable adjustment which ICMP and its staff are required to make under the Equality Act 2010.
- 3.2. Recordings made by students should be as overt as possible (i.e. on equipment that is visible) in order that the lecturer and other students are aware that they are being recorded. It is accepted, however, that in large group sessions (i.e. lectures) not all students and staff are likely to be able to see the recording equipment or know that recording is taking place.
- 3.3. Student audio recordings of lectures sessions are for the sole use of the individual concerned and cannot be made on behalf of other students. Once the recording has served its purpose, it should be erased. This will normally be after the module has been passed and confirmation that future learning from the recording will not be necessary. In doing so students must adhere to the Student Code of Conduct.

4. Lecture-capture recordings

- 4.1. All media recorded via Kaltura will be stored securely with appropriate data protection controls. See <https://www.ICMP.ac.uk/infocomp/dpa/> for details.
- 4.2. Copyright material used in recorded classes should be covered under the ICMP CLA Educational use license. Specific advice is available from either your subject librarian or at <https://www.ICMP.ac.uk/infocomp/copyright/>
- 4.3. Where it is not appropriate to permit the recording of a whole lecture or teaching session the responsible member of staff must ensure that an alternative reasonable adjustment is made (for example, providing a set of written or audio notes to augment the information provided in the lecture or other teaching session or a one-to-one tutorial where students are able to record the discussion that they have with the lecturer). Student Services are able to offer advice and guidance around alternative reasonable adjustments where it is not appropriate to permit recording.
- 4.4. Recordings will only ever be available to students and staff registered to that module class, and no sharing of that content beyond that group is permitted. The lecturer has the right to apply discretion and pause a recording in certain situations e.g.

sensitive material is being taught, a student is in distress, the recording is considered to be interfering with interactive teaching. If such events are captured then the recording will not be made available to students.

- 4.5. Guest speakers are encouraged to record, however the decision will rest entirely with the guest. Ideally academic departments will have discussed this in advance with the speaker, and informed the student group so that they can make appropriate adjustments
- 4.6. Should a student not wish to be captured on the recording each onsite room should provide an area that is not covered by the camera.
- 4.7. Audio and/or lecture-capture recordings will not be used for staff management purposes, including performance review or investigation of student complaints except with the explicit consent of those delivering the lecture/session, or where this is permitted in accordance with the provisions of data protection legislation e.g. for law enforcement purposes.

5. Use of lecture recordings by students

- 5.1. ICMP lecture-capture recordings should only be accessible by those students enrolled in the class.
- 5.2. To protect intellectual rights and privacy and the Institution takes seriously any objections by students or staff about recordings of themselves. Thus, the unauthorised transmission or sharing of audio and or audio/video recorded of any teaching session, or other digitally-mediated material, through any media constitutes a breach of Institution rules and will be subject to disciplinary action.