Policy Title: Video and Audio Recording of Classroom Lectures

**Purpose:**
To improve student learning and student retention.

**Definitions:**
- **Classroom Lecture:** Classroom lectures are lectures provided by a faculty member in his or her role as an instructor in a classroom or classroom setting as part of a course with enrolled students.
- **Public Lecture:** Public lectures are typically open to the public and a speaker presents in his or her professional role as a scholar or expert, rather than as an instructor as part of a course.
- **Student Participation:** Students will be deemed “participating” in a classroom lecture if their image or voice is captured in the recording.

**Policy:**
This policy applies to all faculty members who voluntarily agree to record their classroom lectures, public lectures or student participation at Minnesota State Community and Technical College and students accessing the recorded classroom lectures.

**Background**
This policy manages the recorded classroom lectures in the same manner as course materials developed by faculty members. Pursuant to MnSCU Board Policy 3.26 - Intellectual Property, faculty members own their scholarly work which includes the course materials they develop. This policy also seeks to preserve a balance of intellectual property rights of the faculty member, the privacy rights of the students present in the classroom and the educational goals of Minnesota State Community and Technical College.

**Recording Classroom Lectures**
Faculty members may voluntarily make audio or video recordings of classroom lectures for instructional purposes related to their courses at Minnesota State Community and Technical College. Students are not permitted to record classroom lectures using personally owned recording devices (e.g. iPod, video/camera phone, digital recorder, etc.) unless permission is obtained from the faculty member and there are no objections from any of the students present in the class. Permission to record a classroom lecture that a faculty member grants to a student is limited to the student’s own personal use and for educational purposes only.

If a student receives permission from a faculty member to record a lecture using equipment not provided by Minnesota State Community and Technical College and there are no student objections, downloading such a recording to a computer or other electronic device, circumventing technology controls, distributing the recording or derivative work of the
recording to any other person, or using the recording for any purpose other than the student’s own personal education is prohibited unless written permission is obtained from the faculty member and the students participating in the recording. Unauthorized downloading, file sharing or distribution of all or any portion of a recorded classroom lecture may be deemed a violation of the Student Code of Conduct and other applicable policies and laws.

Students may record a classroom lecture as part of an accommodation under the Americans with Disabilities Act. Permission should be coordinated among Minnesota State Community and Technical College, the faculty member and student.

**Use of the Video or Audio Recording**
A recorded classroom lecture may not be used for any purpose except to meet the educational objectives of that particular class.

An audio or video recording of a faculty member’s lecture that includes student participation may only be used by Minnesota State Community and Technical College students for their personal educational benefit. The faculty member shall control how the recorded lecture is used at Minnesota State Community and Technical College (e.g., what classes may use it, the retention period, other faculty who can access it, etc.)

An audio or video recording of a faculty lecture that does not include student participation may be used by the faculty member in the same manner as other course materials owned by the faculty member.

The faculty member has the freedom to control their recorded lecture, to delete it after the semester or preserve it for use in future semesters. Recorded lectures will be automatically deleted if a faculty member leaves Minnesota State Community and Technical College, unless the faculty member provides written permission for the continued non-profit educational use of the recorded lecture by Minnesota State Community and Technical College.

**Additional Uses**
Use of a recorded lecture that includes student participation may not be used, shown or distributed to any other individual or group without the express written permission of the faculty member and every student who is recognizable in the audio/video recording. All requests for use of a recorded lecture involving only the faculty member shall be handled by the faculty member.

**Content Used in Recorded Lecture**
All content used in a recorded lecture shall be free of copyright infringement.

**Use of the Recording Equipment and Technology**
Use of any recording equipment and technology owned, leased or licensed by Minnesota State Community and Technical College shall be for the non-profit educational purposes of
students enrolled at Minnesota State Community and Technical College. Any other proposed use of this equipment requires the written permission of Minnesota State Community and Technical College.

Associated Policies:
Board Policy 3.26 - Intellectual Property
Board Policy 3.6 - Student Conduct
Board Policy 5.22 - Acceptable Use of Computers and Information Technology Resources

Associated Procedures:
System Procedure 3.27.1 - Copyright Clearance
System Procedure 3.6.1 - Student Conduct
System Procedure 5.22.1 - Acceptable Use of Computers and Information Technology Resources

Policy History:
Policy Owner: Chief Academic Officer
Policy Author: Carrie Brimhall
Date of Adoption: 4/1/2014
Date of Implementation: 12/14/2016
Date and Subject of Revision: 12.14.16 update policy and procedures

Policy Group Assignment: Educational