# Students Guidance on recording lectures and other learning events within the law

The use of technology enhanced learning at the University has increased significantly recently, catalysed by the Covid-19 pandemic. New technologies have opened up significant exciting new opportunities for delivery and supporting student learning. However, in doing so we all need to be mindful of legislation, particularly around accessibility and data protection. The following guidance for students on recording lectures and other learning events has been developed in consultation with the Students Association and staff.

It should be noted that the University recommends that staff record lectures as good practice so student recordings in this situation should be unnecessary but it is recognised that situations may arise where students may want to record sessions or parts of sessions e.g. to capture co-creation of ideas, project planning, group presentations, group work etc. Recordings must involve the knowledge of all participants (staff and/or students) and if participants can be identified from the recording then their consent is required otherwise it will be a potential disciplinary matter.

### Sharing Recordings of lectures and other learning events outside or class

Students are not permitted to share recordings outside the class or amend others’ recordings in any way without the express permission of the Lecturer who made the recording. Misuse of any recorded material by students or staff is considered academic misconduct, is not permitted and may lead to disciplinary action. Any misuse of a recorded lecture students including the publication of the recording of lectures on external websites, including social media sites, that has not been authorised by the University, is unacceptable and may lead to formal proceedings, in line with the [Code of Student Conduct](https://www.gcu.ac.uk/media/gcalwebv2/theuniversity/gaq/dogfiles/senate/Code%20of%20Student%20Conduct%202017-18%20GBV%20Policy%20update%20120218%20FINAL%20UPDATED%20SPSO%20ADDRESS%2018.12.18.pdf).

### Students Rights in recorded live learning events

Recording of all lectures and learning events at GCU are carried out in accordance with the requirements of the UK GDPR and Data Protection Act 2018. [The student privacy notice](https://www.gcu.ac.uk/student/essentials/policiesandprocedures/studentprivacynotice/) states that some learning sessions may be recorded and it explains the ways in which your personal data may be processed during lecture recordings.

If recording a ‘live’ lecture, staff will inform students that the session is being recorded. The University recognises and respects that some students may not wish to be captured during a lecture recording. To ensure that all students have the opportunity to engage in their learning and ask questions, staff will allow time at the end of the class for unrecorded discussion and encourage the use of chat facilities to ask questions without being identified. Students have the right to request to be removed from any recordings, and requests should be made to the Module Leader.

### Supporting students with a disability

Where students with disabilities have a RAP in place, they are expected to establish and agree how their RAP will be implemented at the start of the module including whether recording of lectures is required.

## Recording External Speakers contributions to programmes

Students should not record external speakers or guest lecturers without specific prior written consent of their programme leader and the speaker concerned. Should a speaker not wish to be recorded and there is an accessibility requirement to be met, a transcript or suitable alternative of the lecture/key learning points should be made available by the speaker.

## Copyright legislation

Copyright of teaching materials provided to support learning e.g. PowerPoint slides, study notes, example answers, belongs to the University. However, individual staff retain performance rights in recorded lectures. Students are not permitted to share recorded or learning materials in any forum, including online repositories, without the explicit permission of the staff member. Retention of performance rights means a lecturer can also decline to be recorded but will provide the students with a suitable alternative.

Any misuse of a recorded lecture or materials in support of teaching by students including the publication on external websites, including social media sites, that has not been authorised by the University, is unacceptable and may lead to formal proceedings, in line with the [Code of Student Conduct](https://www.gcu.ac.uk/media/gcalwebv2/theuniversity/gaq/dogfiles/senate/Code%20of%20Student%20Conduct%202017-18%20GBV%20Policy%20update%20120218%20FINAL%20UPDATED%20SPSO%20ADDRESS%2018.12.18.pdf).

The Disability Service in Student Life provide [accessible curriculum guidance and additional guidance regarding specific student needs](https://www.gcu.ac.uk/student/support/disabilityservice/staffmaterials/guidanceforcreatingaccessibleteachingmaterial/).

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