### UNIVERSITY OF ST ANDREWS

#### POLICY ON USE OF RECORDING DEVICES BY STUDENTS IN LECTURES & TUTORIALS

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<th>Policy Title</th>
<th>Use of Recording Devices by Students in Lectures &amp; Tutorials</th>
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<td><strong>Scope</strong></td>
<td>Applies to all Schools.</td>
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<td><strong>Relationship with other policies</strong></td>
<td>Policy on Good Academic Practice; Policy on Non-Academic Misconduct (Students)</td>
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<td><strong>Owner</strong></td>
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<td><strong>Appointing Committee</strong></td>
<td>Learning &amp; Teaching Committee (LTC), then Academic Council</td>
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<td><strong>Policy approved date</strong></td>
<td>5 June 2011</td>
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<td><strong>Policy effective from date</strong></td>
<td>2011-12</td>
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Introduction

There are a number of students currently using a voice recorder or other computer-based device to record lectures. Some of these students have a disability or medical condition which means that they are unable to take notes. Other students, who do not have a disability, record lectures to supplement their own notes to ensure they attain the best outcome from the lecture. The University is obliged by the Equality Act to make reasonable adjustments which would include the use of recording devices in lectures and, occasionally, tutorials. The following policy ensures that staff are aware of the legal situation and that students, in turn, understand their obligations when using the recording devices.

The use of recording devices (eg dictaphones, or computer-based recording devices) in lectures must be allowed by academic staff if the student has been deemed eligible, by Student Services, because of their disability. It could be considered unlawful if a lecturer prevented a student, who is eligible to use a recording device, from making a recording for personal use. Student Services inform Module Co-ordinators, Lecturers and Tutors of any student entitlements through the current electronic systems such as E-vision and MMS. Student Services will also provide eligible students with an authorisation card that the student will be required to place beside the recording device at the start of each class.

Students who are authorised by Student Services to use a recording device in lectures will be obliged to agree in writing to the following conditions:-

Lectures

- recordings are for personal use only and must not be further distributed to any other party through any medium except for the purpose of creating a single written transcription for sole use of the authorised student;
- both the University and lecturer concerned own the rights to any recording made of a lecture and also own the rights to the electronic distribution of a lecture - any unauthorised commercial exploitation of recorded material is prohibited;
- any recorded material used in a written assessment must be acknowledged and correctly referenced within their text and, if the student does not understand how to do this correctly, they should seek advice from academic staff;
- misuse of recorded material (including unauthorised re-distribution, plagiarism or posting material on social network sites) will be deemed a form of academic misconduct, an infringement of copyright and/or a form of misconduct which could result in the University taking disciplinary action against the student(s) concerned;
- all recordings must be destroyed after the successful completion of the module.
Tutorials

The same conditions as lectures but also:

- other students in the tutorial are to be advised by the Tutor that the tutorial is to be recorded and that their consent to this is requested. If any student does not give consent then the student with a disability is not allowed to record the tutorial and will have to liaise with Student Services about appropriate alternatives. Students with disabilities are to be advised in advance that this is the procedure.

If the tutorial is allowed to be recorded then:

- other students in the tutorial are to be informed by the Tutor that the recording is solely for a student’s personal use and that it will be destroyed on completion of the module;
- on occasions, where sensitive issues or personal experiences are being discussed, Tutors can insist that recording stops in order to protect student confidentiality;
- where a Tutor feels that a recording is negatively affecting the quality of the students’ discussion then he/she has the right to stop the recording;
- recorded lectures and/or tutorial or seminar discussions may not be used in any way that brings into disrepute or intends to bring into disrepute the Faculty member, other Lecturers, or students whose comments are recorded as a part of the tutorial activity.

The student agreements are to be held by Student Services and, if a student has not signed the agreement, then he or she will not be authorised to use a recording device until this takes place.

If academic staff wish to allow any other student to record their lecture for personal use, then they are free to do so; but there is no obligation to do so in any case other than those authorised by Student Services. Students who are not authorised by Student Services to record lectures must request permission from the relevant academic member of staff prior to the lecture taking place.

Although this policy relates to voice recording equipment specifically, other visual recording equipment, cameras etc, used in lectures and tutorials shall be subject to the same restrictions of usage and destruction of material after use.