



University of
St Andrews

Use of captured content

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Purpose	This policy relates to recording of lectures.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date

UNIVERSITY OF ST ANDREWS

POLICY ON THE USE OF CAPTURED CONTENT

1. Scope

- 1.1 For the duration of the dual-mode delivery period, some learning and teaching activities will be captured digitally under this policy as outlined in 2.1 below.
- 1.2 The University recognises that the digital capturing of teaching must not impinge on academic freedom.

2. Policy

- 2.1 To achieve the objectives of dual-mode delivery, support students more effectively and enable them to meet stated learning outcomes during the dual-mode delivery period, students must be provided with digital content. All Schools must ensure that students not present in-person have remote access to all relevant teaching content at a time that is convenient for them. This includes digital capture of live teaching and/or pre-recorded content. Where this aim cannot be achieved effectively by capturing scheduled live teaching events, Schools must make broadly comparable forms of captured content available to students engaging remotely.
- 2.2 All digitally captured content must be captioned in order to meet accessibility legislation.
- 2.3 Staff grant the University a non-exclusive license to make their captured content available to students registered on the relevant module at the time of the content being captured and for as long as any student advised into the module in question remains registered on the current instance of the module.
- 2.4 Where an in-person and/or face-to-face activity is being captured, students should be notified at the start of the session by the member of staff running the activity.
- 2.5 Except where authorised by the University and with the permission of the staff member(s) who made it, captured content is not for re-use, repurposing or public consumption by any means, including by external publication, whether on the web or otherwise.
- 2.6 Captured content will not be used to monitor staff performance.
- 2.7 Captured content may not be copied, downloaded or passed on to anyone else by any means, except in the following circumstances a) for transcription purposes, or b) where a session or folder owner has made a recording available for download. Downloaded or streamed captured content is for personal use only. It may also be made available for download, but not copied or shared. Anyone found to be in infringement of this principle may be subject to disciplinary or legal proceedings.
- 2.8 Having demonstrated good cause to the Head of School, both students and staff can request to have their contributions subsequently deleted from captured content.
- 2.9 Statistics on the use of captured content may be used to monitor the engagement of student cohorts but not of individual students.

2.10 Students deemed eligible by Student Services because of their disability may be entitled to make a recording of their learning and teaching activities using their own devices (see 'Policy on the Use of Recording Devices by Students in Lectures and other Learning and Teaching Activities').

3. Sources of support and guidance

- a) Guidance for staff
- b) Guidance for students
- c) Intellectual Property Policy
- d) University Policy on the Use of Recording Devices by Students in Lectures and other Learning and Teaching Activities

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