



University of  
St Andrews

## Use of recording devices by students in lectures and other learning and teaching activities

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<b>Purpose</b>	This policy relates to the recording of lectures by students for personal use.

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01	Policy revised to account for Policy on Lecture Capture	Updated	-	January 2018

# UNIVERSITY OF ST ANDREWS

## POLICY ON THE USE OF RECORDING DEVICES BY STUDENTS IN LECTURES AND OTHER LEARNING AND TEACHING ACTIVITIES

### 1. Introduction

- 1.1 Academic staff may choose to allow students to record their lecture for personal use. However, there is no obligation to do so in any case other than those authorised by Student Services as outlined from paragraph 1.4 onwards of this policy.
- 1.2 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.
- 1.3 Throughout this policy, reference is made explicitly to voice recording equipment. However, all recordings, including visual recordings using computers, phones, cameras etc, shall be subject to the same restrictions as outlined in paragraph 1.7 of this policy.
- 1.4 Under the Equality Act the University makes reasonable adjustments for students with disabilities which may include the use of recording devices in lectures, seminars and tutorials. This policy outlines the University's legal responsibilities for action by staff, as well as the obligations of students when using recording devices.
- 1.5 The use of recording devices (eg dictaphones, mobile phones 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.
- 1.6 Student Services inform module co-ordinators, lecturers and tutors of any student entitlements through the current electronic systems such as E-vision and MMS.
- 1.7 Student agreements are held by Student Services and, if a student has not signed the agreement, he or she will not be authorised to use a recording device until this takes place.
- 1.8 Students who are authorised by Student Services to use a recording device in lectures are obliged to agree in writing to the undernoted conditions.

### 2. Lectures

- 2.1 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.
- 2.2 Both the University and the 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.
- 2.3 Any recorded material used in a written assessment must be acknowledged and correctly referenced within the student's text and, if the student does not understand how to do this correctly, they should seek advice from academic staff.
- 2.4 Misuse of recorded material (including unauthorised redistribution within or outwith the University, plagiarism or posting on social media) will be deemed a form of misconduct and/or an infringement of copyright. This could result in the University taking disciplinary action against the student(s) concerned under the appropriate University policies.
- 2.5 All recordings must be destroyed after the successful completion of a student's studies.

### 3. Tutorials, Seminars, Interactive Lectures and other Group-Based Learning

3.1 In addition to the conditions applied to lectures, the following rules must be observed:-

- Other students in the group must be advised by the tutor that the session 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 session and will have to liaise with Student Services about appropriate alternatives. Student Services will advise students with disabilities in advance that this is the procedure.

3.2 If the session is recorded then:-

- Other students in the session must be informed by the tutor that the recording is solely for a student's personal study use and that it will be destroyed on completion of the student's studies.
- 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, he/she has the right to stop the recording.
- Recorded lectures and/or group discussions must not be used in any way that risks or intends bringing into disrepute the Faculty member, other lecturers, or students whose comments are recorded as a part of the tutorial activity.

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