



University of  
St Andrews

## Use of captured content

<b>Document type</b>	<b>Policy</b>
<b>Scope (applies to)</b>	Staff and students
<b>Applicability date</b>	31/08/2022
<b>Review / Expiry date</b>	31/08/2024
<b>Approved date</b>	31/07/2023
<b>Approver</b>	Senate Policies
<b>Document owner</b>	Administrative Officer
<b>School / unit</b>	Education and Student Experience
<b>Document status</b>	Published
<b>Information classification</b>	Public
<b>Equality impact assessment</b>	None
<b>Key terms</b>	Academic policies/Learning and teaching/Lecture capture policy
<b>Purpose</b>	This policy relates to recording of lectures.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
2.0	Policy updated to account for the end of dual-mode teaching; recording lectures as a policy has been retained beyond the pandemic response.	Updated	Dr Brian Ho, Academic Policy Officer (Taught Degrees), Proctor's Office	4 May 2022

# UNIVERSITY OF ST ANDREWS

## POLICY ON THE USE OF CAPTURED CONTENT

### 1. Background and Scope

- 1.1 The University of St Andrews is committed to enhancing student experience through innovative, accessible, and inclusive pedagogical practices. Development in educational technology has allowed us to embed the use of digital capture into our learning and teaching to the benefit of students. The University therefore commits itself to ensuring suitable captured content is made available to students, and this policy sets out the approach adopted as well as the rights and responsibilities for the University, staff, and students.
- 1.2 For the purpose of this policy, digital capture is understood as the act of recording a learning and teaching activity where the recording is made available to students as a video at a later time. Digital content refers to any content contained in such a recording, be it visual, audio, or otherwise, generated as a result of digital capture.
- 1.3 The University recognises that the digital capturing of teaching must not impinge on academic freedom and should not be used to replace live or in-person teaching.
- 1.4 This policy applies to all lectures, which for the purpose of this policy is defined as:
  - 1.4.1 Lecture. A learning and teaching activity or session which mainly serves to allow teachers to impart information and knowledge, provide guidance and/or feedback, demonstrate knowledge and practice, or stimulate and inspire thinking, should be considered a 'lecture' for the purpose of this policy; this may include what might in other contexts be called mini-lectures, demonstration sessions, talks or similar.
  - 1.4.2 The mere existence of elements of student engagement does not preclude the learning and teaching activity from being a 'lecture' so construed. Although if enabling or facilitating student engagement, input, or interactions are the main purpose of the activity or session, then it falls outwith the scope of this definition of a lecture and therefore of this policy.
- 1.5 This policy involves the storage of personal data of employees; this data is collected solely for the purpose outlined in 1.1 above.

### 2. Policy

- 2.1 All teaching delivered in the formats specified in 1.4 above must be digitally captured and this captured content must be made available to students advised into the relevant module.
- 2.2 In line with Paragraph 12 of the University's [Intellectual Property Policy](#), the University does not reserve the right to assert ownership of copyright over materials created under the current policy. Staff grant the University a non-exclusive license to make captured content available to students who are registered on the relevant module for purposes under 1.1 of this policy. Such content will remain available for these students for the duration of the current instance of the module. Thereafter, all recorded content will be deleted, unless explicit permission to retain it has been given by staff

- 2.3 All digitally captured content must be captioned in order to meet accessibility legislation. Further guidance for staff is available here: [Use of captured content - Guidance for staff](#).
- 2.4 Students should be notified that the session will be recorded at the start of the session by the member of staff leading the activity being captured.
- 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. The use of the digital capture service is for educational purposes only. Any use that falls outwith University business is prohibited.
- 2.6 Captured content will not be used to monitor staff performance.
- 2.7 Captured content will not be used as part of any disciplinary investigations.
- 2.8 Captured content will not be used to cover teaching during industrial action unless consent is explicitly given by the members of staff who recorded the lecture.
- 2.9 Students may not download or make available to anyone else any captured content, with the following exceptions:
- a. Captured content can be downloaded for the purpose of personal use in cases where the relevant member of staff has chosen to make the recordings available for download.
  - b. If the captured content is made available for download by the relevant member of staff (see a. above), the captured content in question can be made available to others solely for the purpose of obtaining transcriptions.

Anyone found to have downloaded or made available to anyone any captured content outwith the exceptions above may be subject to disciplinary or legal proceedings; see [Regulations governing the use of University information and communications technology \(ICT\) facilities](#).

- 2.10 The University accepts that there are circumstances under which the nature of the learning and teaching activities renders the recording of those sessions inappropriate. Therefore, there are 2 processes whereby exceptions apply:
- 2.10.1 If a lecture is designed to cover sensitive materials (e.g. politically sensitive), then, with the approval of the Head of School, an exemption can apply to the recording requirement. Such exemptions should normally apply on a lecture-by-lecture basis; only under exceptional circumstance should such exemptions be applied to the module as a whole. Staff wishing to apply for such an exemption should write to the Head of School.
- 2.10.2 Having demonstrated good cause to the Head of School, staff can request to have their contributions subsequently deleted from captured content in accordance with the process set out in the guidance for staff. A list of indicative good cause is listed as below:
- a) Sensitive materials of a personal nature
  - b) Sensitive materials of a political nature
  - c) Materials containing substantially inaccurate or otherwise problematic information
  - d) Materials with copyright implications

- e) Materials that risk or intend to bring into disrepute the member of staff, other lecturers, or students whose comments are recorded

2.10.3 Students can request to have any content that captured their contributions to be removed without providing any reason.

2.11 Statistics on the use of captured content may be used to monitor the engagement of student cohorts but not of individual students.

2.12 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](#)').

2.13 Staff with disabilities will be supported appropriately in line with the University's [Staff disability policy](#).

### 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](#)
- e) [Copyright for Teaching](#)

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
2.0	Policy updated to account for the end of dual-mode teaching; recording lectures as a policy has been retained beyond the pandemic response.	Updated	Dr Brian Ho, Academic Policy Officer (Taught Degrees), Proctor's Office	4 May 2022