Lecture Recording All-In Policy

Section 1 - Introduction

(1) The University of Newcastle (the University) supports the design of blended and online curriculum delivery that caters to the needs and expectations of a diverse student population. The demand from students for the provision of recorded lectures, and supporting evidence that students believe that having access to classroom-based recordings improves their overall learning experience, has led to the formulation of this Lecture Recording 'All-In' Policy (the Policy).

(2) This Policy must be read in conjunction with the Lecture Recording All-In Procedure which supports this Policy.

Section 2 - Intent

(3) This Policy sets out how the University encourages and guides the use of lecture recording and publication of content for the benefit of students.

(4) The University recognises that course content should be available in formats that enable students to readily access the information provided. Lectures are made available to students enrolled in the relevant course via the University's Learning Management System.

(5) Universal lecture capture is part of the blended learning model of course delivery. It provides flexibility for all students and enhances access and inclusion for students with disabilities.

(6) The 'All-In' model for lecture recording encourages students to attend face to face classes and to use the recorded lecture as a review tool. At the University, captured lectures are intended as an addition study/review tool and are not presented as an alternative means of study, or a legitimate/sole means of online learning. Specific permissions to use recordings for delivery of non face-to-face content must be granted by the Pro Vice-Chancellor Education Innovation, and the Assistant Director, Learning Design and Teaching Innovation.

Section 3 - Audience

(7) All staff and students of the University.

Section 4 - Policy

Principles

(8) Timetabled lectures conducted in equipped classrooms will be recorded and made available (All-In). This includes lectures given by guest lecturers, visiting speakers or anyone else who is invited by the lecturer to speak during a lecture.

(9) Evidence of circumstances making the lecture inappropriate for capture must be provided in order to opt-out of this automatic recording (refer to Lecture Recording All-In Procedure).

(10) Authority to grant approval to opt-out of lecture recordings in University-managed lecture theatres is held by the College Pro Vice-Chancellors.

(11) The University will endeavour to make staff and students aware that a class is being recorded.

(12) Due to the automated nature of the recording system, recordings are not monitored or edited centrally. The Course Co-ordinator and Lecturer are responsible for ensuring that all material recorded during a lecture conforms to copyright guidelines. Material can be edited by the Lecturer or Course Co-ordinator to conform to copyright. For additional information please refer to the University's UON Library - Copyright Information.

(13) The University has in place a mechanism to enable staff and other presenters to pause and resume recordings in equipped rooms. Recordings can also be made unavailable in the learning management system if there is an unforeseen problem in class. Unforeseen problems might include the inadvertent divulgence of personal information in class, use of materials that would breach commercial confidence, or an unanticipated event where it would be inappropriate to have the lecture recorded and may contravene University policy.

(14) Recordings published on the University's learning management system are subject to copyright and only students enrolled in the course or authorised for other purposes, may download and use those recordings for their personal study. Students are not permitted to share or otherwise make recordings available to download or use by others.

(15) Recordings will be stored for a period of 12 months from date of creation. At the end of this period, the recording will be deleted.

Section 5 - Roles and Responsibilities

(16) College Pro Vice-Chancellors or their nominees have the authority to grant approval to opt-out of lecture recordings in a University-managed lecture.

Status and Details

Status	Current
Effective Date	31st January 2019
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Approval Authority	Pro Vice-Chancellor Learning and Teaching
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Expiry Date	Not Applicable
Responsible Executive	Belinda Yourn Senior Deputy Vice-Chancellor (Academic & Global)
Enquiries Contact	Meegan McHugh Manager, Learning Technology

Glossary Terms and Definitions

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Class" - When referring to a class attended by Students, a class is any teaching and learning activity of a course. For all other uses of this term, the generic definition applies.

"Course" - When referring to a course offered by the University, a course is a set of learning activities or learning opportunities with defined, assessed and recorded learning outcomes. A course will be identified by an alphanumeric course code and course title. Course types include core courses, compulsory courses, directed courses, capstone courses and electives. For all other uses of this term, the generic definition applies.

"Personal information" - Has the same meaning as in the Privacy and Personal Information Protection Act 1998 (NSW).

"Student" - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

"Lecture" - Any timetabled activity labelled ‘lecture’ in the University’s timetabling and room booking system.

"Lecturer" - All teaching academics including lecturers (of all levels), sessional academics and conjoint academics.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

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