Pupil Policy on the Recording of Online Teaching & Learning Activity in 2020-21

# Introduction

This policy outlines the College ’s approach to and expectations regarding the recording of online teaching and learning activity, and the use of any such recordings by Pupils.

This policy does not affect the rights of Pupils with disabilities who have permission to record teaching and learning activities as part of their School-agreed support arrangements and reasonable adjustments, in accordance with the process described below. For the purposes of this policy, the term ‘recording’ refers to either (depending on context):

1. the act of recording any teaching and learning activity using any type of audio or visual recording device (and including any recording functionality available to use as part of any College platforms); and/or
2. any pre-recorded teaching materials, and any recordings of live, online teaching activities.

# Pupil Use of College Recordings

* 1. Pupils may only use recordings created by College staff members for personal use in relation to their studies. Any unauthorised publication or distribution, or other inappropriate use of a College recording by Pupils will be considered a breach of this Policy and may lead to disciplinary action being taken by the College under its Pupil Disciplinary Procedure.
	2. Unauthorised or inappropriate use of College recordings includes:
		+ Sharing or otherwise distributing recordings through any means
		+ Copying recordings
		+ Editing or manipulating recordings in any way
		+ Making recordings available online (e.g. uploading a video to YouTube).
		+ Using recordings to bully or harass anyone, or in any way that is not in accordance with the Regulations for Pupil Conduct.
	3. Pupils, Parents/Carers should be aware that their viewing of recordings or attendance of live online sessions may be monitored as part of our Pupil engagement activities.
	4. Pupils may be able to obtain a transcript of a recording for accessibility purposes and are permitted to edit the transcript for their own use only. Pupils should not be sharing transcripts of College recordings.

# Recording of College Online Teaching & Learning Activity by Pupils

* 1. As staff members will provide either a recording of any essential activity or stream online for the benefit of live participants where appropriate, Pupils are not permitted to record any part of College online teaching and learning activity themselves. This applies regardless of whether the teaching and learning activity is pre-recorded or live, and whether in written, audio, or other visual form, unless the below exception applies.
	2. Pupils with accessibility or learning support requirements will need to notify the College in the first instance. If the College agrees that recording online and teaching activity is a reasonable adjustment and learning support requirement for a particular Pupil, and the College ’s own recording won’t meet that requirement (or where there isn’t a recording for whatever reason) the Pupil will need to notify the College (or relevant teaching staff member) in advance of recording any activity.
	3. Pupils who make unauthorised recordings of, or stream any part of, College online teaching and learning activity will be considered to be in breach of this policy, which may lead to disciplinary action being taken by the College under its Pupil Disciplinary Procedure.

# Pupil Creation and Use of Recordings

* 1. Pupils may need to record or stream their own activity where this forms an essential part of their studies (“**Pupil Recording**”).
	2. If a Pupil Recording will include any College content, and/or contributions from fellow Pupils, teaching staff, or other third parties:
1. Pupils will need the prior consent of all the proposed participants before recording begins;
2. those Pupil Recordings should only be made available to staff and Pupils on the relevant module or programme of study to which the Pupil Recording relates, and only via College systems (e.g. Blackboard); and
3. Pupils must delete those Pupil Recordings upon ceasing to be a Pupil of the School.
	1. If a Pupil Recording won’t include any College content, and /or any third party content and/or contributions, Pupils won’t need third party consent and can make the Pupil

Recording available on other platforms if they have been instructed to do so by the relevant Director of Teaching & Learning or Module Convenor where it is part of the overall learning outcome (for example, as part of outreach activities).

* 1. When creating content that is required as part of their programme or module, Pupils should be mindful of relevant legal considerations (such as defamation, copyright and data protection), and of the broader need to comply with the Regulations for Pupil Conduct, before they record and upload, or stream content. All relevant sources should also be appropriately cited. For more advice on copyright and data protection aspects, please refer to the IMPS (Information Management & Policy Services) team.
	2. If a member of staff or a Pupil considers that any content made available on any recording covered by this policy is unlawful or inappropriate they should submit a complaint to the following email address, together with details of their complaint: data-protection@new.ox.ac.uk. The College reserves the right to remove/delete any such content at its sole discretion.
	3. Any breaches of this policy may lead to disciplinary action being taken by the College under its Pupil Disciplinary Procedure.

**Version control**

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