

The Bader International Study Centre Policy

Recording Policy

Date created: 10/04/2018

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POLICY

Category:	Academic	
Name:	Recording Policy	
Approval:	Senior Management Team	
Responsibility:	Academic Director	
Dates:	Approved:	10/04/2018.
	Last Revised:	10/04/2018.

Definitions:	
Term:	Meaning:
Academic Event	Formal academic sessions at the BISC. These may take the form of lectures, seminar discussion classes, office hours, other meetings between students and BISC faculty/staff, experiential learning opportunities, or visiting speakers, etc.
Recording	The student's capacity to make an audio recording of the academic event with any type of audio or audiovisual recorder.

Purpose:
<p>The BISC recognizes that in certain circumstances students may wish to record academic events in order to support their learning. It also recognizes that instructors and students may have concerns about privacy and data protection. The policy accordingly sets out the circumstances in which recording may take place, the respective roles and responsibilities of those involved, and the implications of breaches of this privacy.</p> <p>The policy is designed to support disability requirements and to conform to existing legislation in this area while ensuring compliance with UK legislation relating to copyright, performer's rights, and data protection.</p>

Scope:
<p>The policy covers all students, faculty, staff, and visiting speakers at the BISC, and is applicable across all BISC buildings and surrounding grounds, and away from campus on ELOs, midterm trips, and other offsite academic events.</p> <p>It is designed to ensure BISC compliance with the terms of the 1988 Copyright Designs and Patents Act, the 1998 Data Protection Act, and the 2010 Equality Act.</p> <p>This policy does not cover still photography of academic events, which falls under a separate policy.</p>



Policy:

Policy Statement

The BISC allows students the option of making audio recordings of an academic event only on the condition that permission to do so is sought *in writing* by the student two working days in advance of the event for which the recording is sought. These recordings are for personal use only and not for distribution. This permission will be granted at the instructor's or presenter's discretion and may not be appealed except in cases of disability or illness.

Failure to conform to this policy may be considered as a departure from Academic Integrity as defined by the University (<http://www.queensu.ca/academicintegrity/ai-queens/policies>) and will be subject to disciplinary measures.

Students' Responsibilities

In advance of the academic event to be recorded, the student seeking the recording must contact the instructor in writing requesting permission. This must be done two working days in advance the class in question. In doing so the student will outline the reasons for the recording being requested.

Recordings of academic events may only be made for the personal and private use of the student. Students may not publish such recordings in any form (including, but not exclusively, posting them online or disseminating them as audio files or transcriptions).

Students with a Letter of Accommodation that permits classroom recording should seek permission from the instructor at the beginning of the semester. The instructor does not require reasons for recording beyond those given in the Letter of Accommodation. For particularly sensitive topics, an instructor may withhold permission to record. In this case the instructor will make alternative provision such as outline notes.

The instructor will notify the student in writing that permission has been granted (or declined) prior to the academic event in question. If permission has been granted the instructor will notify *all* students in the class at the start of the event that a recording is being made. If the class is a seminar discussion and there are any objections from another student to their being included in the recording, arrangements must be made to cease recording should that student wish to contribute and to resume once their contribution has ended.

Responsibilities:

Contact Officer(s):	Responsible for:
Academic Director	Overall operation of policy
Course Instructor	Contact person for students wishing to record
Deputy Academic Director	Consultation on accommodation and academic integrity matters



POLICY

Date for Next Review:	Select a recommended date to review this document.
Related Documents:	University and Faculty Academic Integrity Guidelines (http://www.queensu.ca/academicintegrity/ai-queens/policies)
Superseded by:	Not applicable.

