



**London
South Bank
University**

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Lecture Capture Policy

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**This Procedure is available in accessible formats on request from the Legal team.
Please contact: govlegal@lsbu.ac.uk**

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Lecture Capture Policy

1. Policy Statement

The University promotes the use of Lecture Capture to extend the learning opportunities available for students to engage with lectures, and to provide a more 'inclusive teaching' environment by making a wider range of teaching resources more accessible and available to all students.

The University encourages staff to record lectures and other learning and teaching activities in rooms and other virtual teaching situations where Lecture Capture facilities are available with a minimum expectation that the audio and supporting presentation materials are recorded. The University commits to providing a supportive learning environment for staff to acquire relevant skills and reflect on the effective design of lecture capture content and approaches. An opt-in policy is presented here to promote and facilitate pedagogic reflection by staff about the use of lecture capture in their lecture provision.

This Policy will be reviewed regularly to ensure it is meeting these objectives.

2. Scope – who and what is covered by this procedure?

- 2.1. This policy applies to University staff involved in teaching and learning.
- 2.2. The policy applies only to Lecture Capture. Lecture Capture in the context of this policy refers to the video and/or audio recording of either a live, scheduled lecture or a pre-recorded lecture, delivered remotely or in person, by staff using any institutional lecture capture system promoted by the University.
- 2.3. The policy does not cover other recordings made outside of the physical or virtual classroom such as recordings of research seminars or public events.
- 2.4. The policy does not cover the use of lecture capture as a reasonable adjustment to allow disabled students to record lectures for their own use.
- 2.5. The recording of lectures by students without prior consent is forbidden in accordance with section 14.1 of the University's Academic Regulations.
- 2.6. Reproduction or distribution to any third party of recorded lectures (wholly or in part) without the University's express permission is prohibited.

3. Who is responsible for this procedure?

- 3.1. The Lecture Capture Policy is owned by the Pro Vice Chancellor Academic Framework and dissemination and consultation relating to future development of the policy will be through the Academic Board. Trade unions will be consulted on any future changes or updates to this policy.

3.2. Further information about this policy and Lecture Capture is available from the Centre for Research Informed Teaching (CRIT)

Email: del@lsbu.ac.uk

4. Purpose of Lecture Capture

4.1. Lecture capture is a valuable resource for many groups of students and is a tool that can be used to promote a more inclusive teaching approach. The purposes of Lecture Capture are:

- 4.1.1. to improve access to lecture content and aid students with specific accessibility requirements or educational needs;
- 4.1.2. to improve understanding of students for whom English is not a first language;
- 4.1.3. as a revision aid for post lecture reviews; and
- 4.1.4. to revisit and reflect on complex ideas / concepts presented in a lecture.

4.2. The University acknowledges that:

- 4.2.1. staff may wish to engage with students to experiment in the use of Lecture Capture and to assess how it may enhance the learning experience;
- 4.2.2. some lectures or learning and teaching activities may not be appropriate for recording (for example, due to ethical issues or the use of commercially sensitive material);
- 4.2.3. not all teaching styles are suitable for visual capture, e.g. some seminars / teaching activities where recording may inhibit interactivity; and
- 4.2.4. a requirement to change a preferred or innovative teaching approach to accommodate recording may be to the detriment of the student learning experience and is thus not encouraged;

and for those reasons this policy makes it possible for staff to opt in to Lecture Capture for certain lectures or activities, and not opt in for other lectures or activities.

5. Use of Lecture Capture

5.1. Lecture Capture is intended to supplement and enhance the student learning experience. Once the relevant staff member has opted in to Lecture Capture by using LSBU's lecture capture tools, any lectures recorded are intended to only be used by the cohort the lecture was originally delivered to, and will only be available in accordance with Section 8, below. In exceptional circumstances, where approved by the Dean of the relevant school and with the consent of the relevant staff member, a lecture may be provided to other viewers.

- 5.2. The provision of pre-recorded materials to students is not intended to replace face to face teaching and learning, but is part of the hybrid model of delivery of teaching and learning at LSBU.. Recordings are not intended as a substitute for staff contact during industrial action. The purposes of Lecture Capture are set out in section 4.1 and it is not intended to be used as an alternative to the adequate employment of teaching staff at LSBU.
- 5.3. Recorded lectures are not intended for use as evidence for the evaluation of teaching by line managers or others and will not be used for performance management.
- 5.4. Staff may elect to record lectures in their own home or attend campus to deliver and record that lecture. If a staff member has concerns over the suitability of the recording, they may use a virtual background, audio voice over, choose another pedagogic approach or decide not to opt-in or release the recording.
- 5.5. If required by a court or other, lecture recordings may be provided as evidence in any legal proceedings related to incidents alleged to have occurred under such proceedings.

6. Opting in to Lecture Capture

- 6.1. By choosing to use the lecture capture tools (currently Panopto) to record any of their lectures or pre-recorded lectures which are then made available staff members for whom this Policy applies are formally opting in to Lecture Capture.
- 6.2. Where staff members opt in to use Lecture Capture this should be made clear in the module descriptor and the Moodle module, and if there are any modules, lectures or sessions which the staff member does not wish to opt in for, this should be made clear in the module descriptor and the Moodle module.
- 6.3. For scheduled lectures, whether each lecture has been opted in to Lecture Capture or not is to be recorded as follows:
 - 6.3.1. If an individual scheduled lecture, this should be recorded where appropriate in the module documentation; and
 - 6.3.2. If a module, this should be recorded in the course handbook.
- 6.4. If, having decided to opt-in, a staff member later believes that a certain lecture is unsuitable for capture they must make this clear to students on the VLE recording reasons for the decision.
- 6.5. If a staff member decides to no longer record the lectures on a module they must update their module descriptor and, they must inform the course director of their course (or their delegate) as soon as possible. No further recordings will be captured and made available, and prior recordings from such a staff member will be available for a further one year from the point of notification.

6.6. The University hopes that applicable staff members will chose to opt in to Lecture Capture. The University appreciates there are reasons why staff may not opt in, or may not opt in for certain modules/lectures, including:

6.6.1. that Lecture Capture would be pedagogically inappropriate;

6.6.2. that the lecture material is not appropriate for Lecture Capture.

Examples of where material is not suitable include the lecture containing third party materials that are not permitted to be used in recordings, or personal information being discussed in the lecture that is not suitable for lecture capture; and

6.6.3. a third party such as a student or a guest lecturer has not consented to being featured in the lecture under Section 9 or 10, and there is no adjustment that can be made that allows the lecture to be recorded.

7. Intellectual property and copyright material

7.1. The University's Intellectual Property Policy governs the production and use of all intellectual property by the University. In the event of any conflict between this policy and the Intellectual Property Policy, then the Intellectual Property Policy takes precedence.

7.2. The University's Intellectual Property Policy may be found in the University's policy directory, located at <https://www.lsbu.ac.uk/about-us/policies-regulations-procedures>.

7.3. As described in paragraph 7.4 of University's Intellectual Property Policy, the intellectual property of lectures and other learning and teaching activities is owned by the University. This includes the intellectual property of any recordings made by it or on its behalf.

7.4. No lecture should include the use of unattributed copyright material such as music or images. Any copyright material used must be licenced or copyright cleared from the copyright holder.

7.5. Each member of staff should ensure they have appropriate copyright clearance for any material used as part of a recorded lecture. Guidance about copyright can be obtained through the University Library by emailing copyright@lsbu.ac.uk, or by visiting the LSBU copyright guidance intranet page at <https://our.lsbu.ac.uk/article/academic-life/copyright>. When in doubt, seek advice.

7.6. Staff retain performance rights but grant to the University a non-exclusive royalty free licence to performance rights for the duration of their employment and for one year afterwards, for the purposes set out in Section 5 and Section 8. The University will endeavour to acknowledge the lecturer as the author and performer of the recording. Students retain performance rights but grant to the University a non-exclusive royalty free licence in perpetuity to performance rights for the purpose of teaching and research.

8. Availability of recorded lectures

- 8.1. All lectures recorded under Lecture Capture will be made available through the VLE to students registered on the module following confirmation by the lecturer that it is appropriate for release. Recordings are normally retained for the length of study of the cohort the lecture was delivered to, plus 1 year to allow for students who need to re-sit.
- 8.2. The University retains the right to remove recorded lectures at any time if a concern is raised due to, but not limited to, defamatory or inaccurate material, potential infringement of copyright, data protection or exposure of commercially sensitive information.
- 8.3. If a lecture has been released in accordance with this policy, it should be noted that the LSBU Lecture Capture Tools (defined in clause 6.1, above) will make recorded lectures available via both streaming and downloadable formats to mitigate potential difficulties in accessing the resources resulting from limited internet connectivity.
- 8.4. Technical support for the use of the institutional Lecture Capture system and associated recordings will be provided for staff by ICT. Pedagogic guidance for the use of Lecture Capture will be provided by the Centre for Research Informed Teaching (CRIT). Any training necessary for staff will be provided and completed during normal working hours.
- 8.5. Schools must communicate to their students:
 - 8.5.1. the timescale for how quickly lecture recordings will be available to students;
 - 8.5.2. that lecture recordings are not a replacement for attendance at lectures;
 - 8.5.3. that recorded lectures are provided for the purposes of personal study only;
 - 8.5.4. that the reproduction or distribution of recorded lectures to any third party by any means is prohibited;
 - 8.5.5. that the inappropriate use of recorded material by students is a disciplinary matter handled by the Student Disciplinary Policy. The university commits to developing understanding among the student body of inappropriate usage of digital material.

9. Data Protection Protocols

- 9.1. The University is registered as a data controller under the Data Protection Act 2018 ('DPA'). Data featuring identifiable individuals recorded in line with this policy is considered to be personal data of those individuals and may be processed by the University for the purposes outlined in paragraph 4.1 of this policy.

9.2. When any particular individuals who are not University staff involved in the delivery of an opted-in lecture are the focus of the recording, consent must be obtained from those individuals. This would include any external speakers or guests. A model consent form is provided in Appendix 1. Consent is necessary regardless of whether the recording is taking place on the University campus or elsewhere.

9.3. Before the recording commences the lecturer must display a slide informing lecture participants that:

9.3.1. This lecture will be recorded .

9.3.2. The recording will be made available via the VLE for viewing.

9.3.3. If you ask a question or make a comment, your voice may appear on the recording.

9.3.4. You should ask me to pause the recording if you do not want your question or comment to appear on the recording.

9.3.5. Individuals who do not wish to be recorded can avoid the areas where recording is taking place.

An example slide may be found at <https://our.lsbu.ac.uk/document/academic-life/lecture-capture-presentation-is-being-recorded-slide>.

9.4. If an individual objects to a recording of them being used in a particular way, the lecturer should seek advice from the Information Compliance Officer. While the University may have a legitimate interest in using the image or recording, this needs to be balanced with the rights of the individual and any damage or distress that may arise from the continued use of the recording. Wherever possible, the user should respect the wishes of the individual and remove or avoid using the relevant image or recording.

9.5. Recorded materials will be searchable, secure, and managed within the University's storage infrastructure.

10. External speakers / guests

10.1. The University's policy on external speakers may be found in the University's policy directory, located at <https://www.lsbu.ac.uk/about-us/policies-regulations-procedures>.

10.2. If an opted-in lecture featuring an external speaker is to be recorded, staff must obtain consent from external speakers in advance in accordance with paragraph 9.2, including ensuring a consent form is completed.

10.3. External speakers / guests retain their rights in any recordings made of them. However, via the consent form the external speaker / guest grants the University a non-exclusive licence to use the recording in the most general terms available. In particular, the University may use the recording for any purpose, free of charge and in perpetuity.

10.4. Staff inviting any external speakers or guests must ensure the external speaker or guest also complies with section 7 Intellectual Property and Copyright Material of this procedure.

Appendix 1

Consent for use of video and audio recordings containing personal data

I give permission to London South Bank University for video/audio recordings of me to be captured and used in the recordings listed below, and grant LSBU a non-exclusive, perpetual licence to all the rights necessary, including but not limited to copyright and performer's rights, to record my lecture/contribution (including any presentation materials) and make this available to LSBU students or staff enrolled in the relevant module/course for the purposes of students' own private study and for non-commercial, educational purposes.

Lecture name/s:

Recording date/s:

Module/Course:

I confirm that where material is included in the recording which is the intellectual property, including copyright, of another party, I have permission to include the materials in my lecture for educational purposes. If my employer has rights to any content I include in the lecture, I confirm that I have received permission to make the content available or such rights have been waived.

These recordings will be used in accordance with the London South Bank University Lecture Capture policy and I confirm I have been provided with a copy of this policy.

I understand that some recordings may be selected by the University for permanent preservation in the University Archive as a record of University life and may be used for:(list purposes, if applicable).

Signed:

Print Name:

Date:

Organisation (if applicable):

If you wish to withdraw your permission to the use the recording of you as described above, please contact DPA@lsbu.ac.uk.

Name of University organiser of recording:

Name

Role:

Contact details: