

 <b>S P Jain London School of Management</b>	<b>Lecture Recording Policy</b>
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Administering Entity	Chief Operating Officer, Dean, IT Support Manager
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### 1) Introduction

- a) This policy explains the rationale for recording lectures at the SP Jain London School of Management (the School), outlines the processes that are involved and describes the rights and responsibilities of staff, students and the School.

### 2) Scope

- a) This policy applies to all taught lectures at the School which are capable of being recorded.
- b) The term 'staff' is used in this policy to include all categories of staff whether employed temporarily or permanently by the School and includes adjunct staff. It does not include guest or visiting lecturers they are covered separately in 6(g) below.
- c) Recording means the capture of live lectures as well as ELO and other online sessions.

### 3) Purpose of recording lectures

- a) To ensure a high-quality student experience, digital recording of teaching materials benefits all students by:
  - i) Providing an opportunity to access remote learning, and/or re-visit material presented to them during class.
  - ii) Reviewing complex information, new terminology, and difficult concepts.
  - iii) Making sessions more accessible for all students. Recorded learning materials are particularly beneficial to certain groups of students, for example those with specific learning needs or preferences and those whose first language is not English.
- b) The recording of teaching material is intended for personal use by students to learn online, or review materials for the modules on which they are enrolled during their period of study at the School.

### 4) Recording and availability

- a) Lecture recording of sessions taught on campus or through the ELO is available in all lecture theatres

and teaching rooms. Any teaching conducted on zoom or teams can also be recorded.

- b) Not all teaching activities are suitable for lecture capture. It is intended that only lectures will be recorded as a matter-of-course. All timetabled lectures will be recorded automatically whenever feasible. Seminars, simulations and other classes are not recorded automatically, but other teachings can be recorded if beneficial for students. Recordings can be manually initiated in any classroom using lecture capture tools where required.
- c) For automated recordings, the software is configured to record the lecture and is intended to be used to record the presentation elements of a class.
- d) Staff retain the right to edit and delete material after recording.
- e) Most lectures will be available the same day automatically. If editing is required, recordings should be made available via the Virtual Learning Environment (VLE) within a reasonable period of time, normally within three days of the lecture taking place.
- f) Whilst the School will use every effort to ensure that recordings are available there may be instances where there are, for example, IT or operational issues which will affect the School's ability to provide access to such recordings.
- g) Recordings will be retained for five years beyond the current academic year. After this period, recordings will be deleted. Students will retain access while they still have a current enrolment.

## **5) Usage**

- a) Recordings are made for the benefit of students for their own personal use.
- b) No copying, circulating, or recording by students of these recordings is permitted. Downloaded recordings must be deleted once used. Any violation will fall under the School's disciplinary policies.

## **6) Data Protection, Copyright and other rights**

- a) In terms of data protection, teaching materials recordings are made under the lawful basis of 'public task' related to the School's teaching and learning.
- b) It is the responsibility of the staff member delivering the lecture or other teaching session to ensure that any materials used do not breach copyright, that they respect the intellectual property rights of others and that all necessary consents to use of third-party materials have been obtained. The School will provide the necessary guidance (See section 6).
- c) In accordance with School's Staff Intellectual Property Policy, copyright in teaching materials and recorded sessions resides with the School.
- d) Staff are asked to temporarily assign their performer's rights to the School in order to allow students access to those recordings.
- e) Moral rights (i.e. right to be identified as the author of copyright work and right to object to any derogatory treatment of the work) do not apply in copyright terms to works created as part of staff employment, but those rights can be asserted by individuals if they wish to have their work attributed.

- f) Recording of teaching materials is not intended for use as a performance management tool. However, the School reserves the right to use these recordings where this might be pertinent under existing policies.
- g) Recording of guest lecturers or visiting speakers requires their explicit consent. The event organiser must obtain written consent from guest lecturers using the Lecture Capture Visitor Consent Form (see Appendix 1). This does not apply to adjunct staff who have a contract with the School.
- h) Students will be informed through the student handbook that lectures will be recorded. Where they do not wish to be recorded they may sit outside of the microphone range (and camera's field in case of video recording) or request that their contribution be deleted.
- i) Where students are recorded, they may request that the specific section of the session including them is deleted. Such request must be legitimate and proper and made immediately after the recording has been made to the member of staff recording the lecture; and at the latest within 72 hours of the recording taking place. In the event that staff are unable to agree to the deletion, the Dean shall consider the matter and make the decision.
- j) In rooms without a recording system students can make personal recordings of the lecture but they must obtain the permission of the lecturer in advance. These recordings must not be copied or circulated and should be deleted once they have been used.

## **7) Relevant documents**

Acceptable Use of IT Policy  
Data Protection Policy  
Staff Contract  
Staff Disciplinary Policy  
Student Disciplinary Policy

## Appendix 1: Guest lecturer Consent Form

This form should be completed by any guest lecturer or other external visitor who has agreed to be recorded by the SP Jain London School of Management.

The purpose of this form is to seek consent for the recording to be made and subsequently to be used by the School. The School in turn offers a commitment to only allow the recordings to be used appropriately in accordance with this policy.

<b>Event Organiser</b>
Name: Email:
<b>Position</b>
<b>Event</b>
Event Name:
Event date/time: Event Location:
<b>Visitor</b>
Visitor Name:
Visitor Position

I, the undersigned, agree to my lecture/presentation being recorded by the SP Jain School of Management. Where a recording is being made, I will notify everyone present that a recording is being made.

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/presentation for educational purposes.

I understand that any copyright or other intellectual property which arises in the recording belongs to the School and that the recording may be used by the School for the purposes of education. I understand that copyright in the recordings will be retained by the SP Jain London School of Management.

I, the undersigned, do hereby agree to license/assign all performance rights in the recording to the SP Jain London School of Management..

I, the undersigned agree to waive all moral rights in any performance carried out by me and in any works created by me that are included as part of any lecture/presentation at the SP Jain London School of Management..

I, the undersigned, do hereby grant to the SP Jain London School of Management a licence in perpetuity to record/film materials created by me that are included within lectures for educational purposes only.

## **Data protection**

I, the undersigned, consent to my personal data being processed for the purposes of this recording and I consent to the re-use of the recording for educational purposes. I understand that my personal data, including my image and/or recordings will be processed in compliance with the School's data protection policy.

Name:

Signed:

Date: