
Recording in the Classroom

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Applicable Policy:	5201, Recording in the Classroom
Category:	Education
Approving Body:	Board of Governors on advice of Education Council
Executive Sponsor:	Chair of Education Council
Department Responsible:	Education
Directory of Records Class:	0650-15
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Objectives

This procedure describes the process by which students may seek permission to make recordings in the classroom, creating a record of such permission, and providing details of the requirements that apply to faculty who wish to record in the classroom for instructional purposes.

This procedure does not apply to any student with a disability who is registered with Accessibility Services and requires recordings of course material as an accommodation.

Who Does This Procedure Apply To?

This procedure applies to all BCIT students, faculty, guest lecturers, and staff.

Procedure**Obtaining Permission from a Faculty Member**

A student (or group of students) seeking permission for recording in the classroom must request written permission directly from the faculty member. Permission for recording in the classroom may be initiated by the party seeking permission, or proactively by the faculty member.

Faculty who approve of recording in the classroom may provide written permission by email, by written notice online in the Learning Hub, or by specifically indicating permission in the course outline. Written permission should include the name of the course, the name of approved students (or identify the entire class as approved), and the start and end dates for which recording has been approved.

Written permission shall be retained by the faculty member and the student(s), in order to demonstrate that permission has been sought and obtained.

Faculty Members Using Recording for Instructional Purposes or Curriculum

In cases when faculty require students to participate in classroom activities that are recorded as part of their instructional methods and/or curriculum (including webinar sessions, lecture capture, etc), faculty must include a notification in the course outline identifying the recording requirement.

Related Documents and Legislation

- BCIT Policy 4501, Accommodation for Students with Disabilities
- BCIT Policy 5100, Glossary of Educational Policy Terms
- BCIT Policy 5102, Student Code of Conduct (Non-Academic)
- BCIT Policy 5104, Student Code of Academic Integrity
- BCGEU Collective Agreement
- FSA Collective Agreement
- *College and Institute Act*, RSBC 1996, c 52
- *Copyright Act*, RSC 1985, c C-42

Amendment History

		<u>Approval Date</u>	<u>Status</u>
1. Creation:	Procedure 5201-PR1 version 1	2020 MAY 26	In Force

Scheduled Review Date

2022 May 26