
Recording in the Classroom

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Executive Sponsor:	Chair of Education Council
Department Responsible:	Education
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Policy Statement

BCIT recognizes that recording in the classroom can be effective in supporting the learning experience for students, and encourages its practice whenever deemed appropriate by faculty.

BCIT faculty members have responsibility for classroom management, and have discretion over whether recording is permitted or prohibited in their classes, except where recording is part of accommodating a student with a disability under Policy 4501, Accommodation for Students with Disabilities.

Faculty members may choose to approve recording all classroom activities or specific parts of their instruction, by providing prior written permission that sets out what may be recorded, how such recordings may be used and/or shared between students, and any limits the faculty member wishes to impose.

Any student who disregards a faculty member's prohibition or restrictions on recording may be sanctioned for academic misconduct under Policy 5104, Student Code of Academic Integrity.

Purpose of Policy

This policy establishes:

- the circumstances in which students are permitted to make recordings in the classroom;
- the behaviours, attitudes and general conduct expected of students when making permitted recordings in the classroom;
- potential consequences of failing to comply with this policy; and
- the respective duties and responsibilities of students, faculty members, staff, and other BCIT officials in adhering to this policy.

Application of this Policy

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

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

Definitions

All terms and language used in this document are consistent with Policy 5100, Glossary of Educational Policy terms.

In this policy and all associated procedures:

“recording” means the fixation in any form, whether electronic or otherwise, of course material presented by a faculty member, including the creation of video, image, or audio files that can reproduce course materials; “recording” does not include the act of physically handwriting or typing notes; and

“classroom” refers to all learning environments, including face-to-face, blended, laboratory, field, shop, and online.

Recording for Private Study

Students may benefit from being able to record lectures, classroom activities, and materials used in the classroom. Students without an accommodation may request permission from a faculty member to make recordings in the classroom in order to support their learning and development. Permission is required from the faculty member prior to engaging in recording or copying classroom activities, as per Procedure 5201-PR1, Recording in the Classroom.

Written permission shall be retained by the faculty member and the student. Any faculty approved recording is permitted only for the purposes of private study by that individual student, who may not distribute, email or otherwise communicate these materials to any other person without additional specific permission to do so from the faculty member.

Students making approved recordings must be respectful and ensure a constructive learning environment, including making all reasonable efforts to avoid capturing the images or voices of other students who do not want to be recorded.

A student who contravenes this Policy or any of its associated Procedures may be subject to discipline under Policy 5102, Student Code of Conduct (Non-Academic) and/or Policy 5104, Student Code of Academic Integrity.

Permission to make a recording does not constitute a license or assignment of any copyright in the recorded material. See Policy 7506, Use of Materials Protected by Copyright, for BCIT’s rules regarding copyrighted material.

Recording for Instructional Purposes

A faculty member may require students to participate in classroom activities that are recorded as part of their instructional methods and/or curriculum, including (but not limited to) webinar sessions and lecture capture.

In such cases, the faculty member must provide advance notification to students that their classroom activities will be recorded, by including a notification and description of the recording requirements in the course outline, as per Procedure 5201-PR1, Recording in the Classroom.

Scope

This policy applies to recordings in the classroom, other than when a recording is an accommodation made under Policy 4501, Accommodation for Students with Disabilities.

Procedures Associated With This Policy

Procedure 5201-PR1, Recording in the Classroom

Forms Associated With This Policy

None

Amendment History

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

Scheduled Review Date

2022 May 26