



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Division of Academic Affairs

Approved By: <Office Use Only>
<Office Use Only>

Policy Number: SP 21-0X

Effective Date: <Office Use Only>

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Policy on Student Recordings of Class Sessions

DRAFTED BY:

Student Academic Policies and Procedures

PHILOSOPHY:

In keeping with CSU Channel Islands' goals to provide an accessible learning environment serving a diverse student body, this policy outlines the parameters and proper usage of student recordings of class sessions. First, this policy ensures accommodations for students when mandated by the Americans with Disabilities Act of 1990 as amended in 2008 and the CSU Policy for the Provision of Accommodations and Support Services to Students with Disabilities. In evaluating a request for a recording as an accommodation, the right of access to education by disabled students shall be paramount. Second, this policy seeks to protect student privacy rights under FERPA and faculty intellectual property rights. Students and instructors must be especially sensitive to discussion-based courses where such recordings may include private student information or may compromise the pedagogical and intellectual integrity of the course.

Although CSUCI has not had such occurrences, in recent years, faculty and students at other universities have had components of their courses uploaded to course-help websites, resulting in the infringement of their intellectual property rights. Others have had course materials posted on hate-based platforms and have experienced harassment. Given this context, this policy establishes parameters around classroom recordings to protect students' right to educational accommodations while protecting student and faculty discourse of material that may be controversial.

PURPOSE:

To provide guidelines for student recordings of class sessions

BACKGROUND:

Currently, CSU Channel Islands has no policy overseeing student recordings of class sessions.

POLICY:

Accountability:

Student Affairs and Academic Affairs



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Applicability:

All CSU Channel Islands students, faculty, staff, and administrators

Definition(s):

Class sessions include lectures, discussions, course assignments, student participation in face-to-face and virtual learning environments.

Recordings of class sessions include, but are not exclusive to, audio recording, photography, video, scanning, screen capture, transcriptions, and any other forms of recording.

Policy Text:

1. Per federal law, students with documented disabilities necessitating access to audio recordings shall be allowed access to recordings of class sessions. Disability and Accommodation Support Services (DASS) will determine if classroom audio recording is an appropriate academic accommodation with respect each individual student's documentation. In making such determination, DASS shall consider alternates to audio recordings, such as an in-class note-taker or faculty-provided notes. To protect the privacy of students receiving accommodations and in consultation with DASS, faculty may opt to record class sessions themselves or with the support of a third-party vendor and provide access to students, provided any such recording meet the accommodation needs of the students as determined by DASS. The recordings must be destroyed at the end of the semester or when the academic reason for retaining the recording ends.
2. Students are not permitted to record lectures in the absence of permission. Students who record lectures in the absence of permission are subject to disciplinary action. With respect to all students who meet eligibility criteria of federal or state disability law and are registered with DASS, DASS shall be responsible for approval and management, including retention, of the recording and transcription agreement. With respect to all students who do not meet eligibility criteria of federal or state disability law or are not registered with DASS, the instructor may choose to decline or authorize recording of class sessions. Faculty may choose to require students to sign a recording and transcription agreement prior to recording class sessions.
3. When classroom activities are going to be recorded, the instructor should announce this to the class prior to the first recorded class session. In so doing, the instructor shall not identify the student for whom the recording is to be made or that the recording is for the purpose of a disability accommodation.



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4. The instructor retains intellectual ownership and proprietary rights of any classroom recordings.
5. Even though students who have a documented accommodation registered with DASS may have the right to record course sessions, the instructor retains the right to ask a student to stop recording at any time for reasonable cause, including but not limited to the recording of personal student information or of any unpublished research or data sets, when necessary to protect the right of privacy of other students or protect intellectual property in unpublished research or data sets. Upon request, faculty who ask students with DASS accommodations to stop recording must provide an appropriate alternative to information that is relevant to classroom learning and curriculum.
6. Recordings of class sessions may be used for private educational and study purposes only and shall not be made publicly accessible without the written consent of the instructor and students in the class. Students are prohibited from making the recordings, in whole or in part, available on websites, podcasts, social media platforms, or any other venues. Students are prohibited from sharing the recording with other students absent express written permission of the instructor. Any student wishing to review a recording by another student must first obtain permission from the instructor. Students may not in any way change, alter, or modify the original source recording. Unauthorized recording, dissemination, modification, or publication of classroom recordings are subject to disciplinary action. It is the student's responsibility to ensure the destruction of the recording immediately at the end of the semester.