



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ACADEMIC SENATE POLICY

Policy on Student Recordings of Class Sessions

Policy #: SP XX-XX

Drafted By: Student Academic Policies and Procedures:

Approval Date:

00/00/2021

Effective Date:

TBD

Accountability: Student Affairs and Academic Affairs

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

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.



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Definitions:

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:

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.
4. The instructor retains intellectual ownership and proprietary rights of any classroom recordings.
5. Even though students may have the right to record course sessions, the instructor retains the right to ask a student to stop recording at any time and to prohibit 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.



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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.



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Policy on Student Recordings of Class Sessions

Exhibits:

- Exhibit A: Recording and Transcription Agreement (for general use)
- Exhibit B: Note Taking Express E-Form Agreement (DASS)
- Exhibit C: Lecture Recording E-Form Agreement (DASS)

Exhibit A: Recording and Transcription Agreement

In accordance with SP XX-XX: Policy on Student Recordings of Class Sessions, I agree to use the recordings and transcription of any class content exclusively for my private use and study. I agree not to share these recordings and transcriptions, in whole or in part, with any individual or on any websites, podcasts, social media platforms, or any other venues without the prior written consent of my instructor. I agree to delete all recordings at the end of the term. I further agree not to hinder my instructor's ability to obtain a copyright.

Student's name (printed): _____

Student's signature: _____ Date: _____

Course Name & Section: _____

Instructor's signature: _____ Date: _____



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Policy on Student Recordings of Class Sessions

Exhibit B: Note Taking Express E-Form Agreement (DASS)

Publish (Status):

Name *:

Type *:

Required Form:

Note: Selecting **Yes** means the user, who meets the specified condition of the form, is required to agree or sign this form before the system allows user to access the system. This feature is only not applicable to staff working in the office.

Form Content: Please read the following student responsibilities for the Note Taking Service, based on the specific accommodation you are approved:

Note Taking Express

For students approved for the Note Taking Express (NTE) Accommodation, students are responsible to:

- FOR FIRST TIME USERS: Locate the NTE Invitation email sent to your Dolphin email address. Follow the instructions to login and set up a password for the NTE account.
- Record each class session that notes are needed.
- Upload recording to the NTE service.
- Access digital notes provided to you by the NTE service.
- Keep NTE login information private and not share with others.
- Use NTE only for enrolled classes that are approved for an accommodation and not for any unapproved personal use.
- Cancel NTE accommodation request if dropping a course or no longer needing notes for a course.
- Contact DASS if: you would like to receive training on the use of the NTE; you cannot log into your NTE account; you are having challenges recording lectures; or notes have not been provided within one week of being uploaded to NTE.
- Contact DASS with any NTE concerns or questions.



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Exhibit C: Lecture Recording E-Form Agreement (DASS)

Publish (Status):

Name *:

Type *:

Required Form:

Note: Selecting **Yes** means the user, who meets the specified condition of the form, is required to agree or sign this form before the system allows user to access the system. This feature is only not applicable to staff working in the office.

Form Content: Please read the following student responsibilities for the Lecture Recording accommodation. Disability Accommodations & Support Services (DASS) students are responsible to:

Only record the audio of lectures.

- No videotaping or photographs are allowed with this accommodation.
- If phones, computer, iPads, etc. are not allowed in class, students may need to use an alternative recording device.

Not share any lecture recordings with others.

Delete all lecture recordings at the end of the semester.

Return their recording device, if borrowed, to DASS by return date.

Notify DASS staff if an issue comes up about tape recording a lecture related to this accommodation.