

William Paterson University Policy

Academic Policy [TEMPLATE]

SUBJECT:	Student Recordings	TITLE:	Electronic Recording of Lectures and Materials		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Provost and Senior Vice President for Academic Affairs		Responsible Office:	Office of the Provost	
CODING:	02-20-01-02-09	ADOPTED:	04-12-2017	AMENDED: NA	
LAST REVIEWED: NA					

PURPOSE

This policy governs the practice of recordings and other electronic records made by students and faculty in a classroom or other official academic setting.

ACCOUNTABILITY

The Office of the Provost is responsible for enforcement of this policy

POLICY

Student use of any electronic recording device to make electronic recordings of lectures, class discussions or other oral classroom communication is not permitted without written permission from the relevant course instructor(s). Except as specified in the paragraph below, electronic recordings that include students may only be made with the consent of the students. Permission is limited to the student's own personal use solely related to educational purposes regarding the subject class, and the recorded material must be destroyed at the end of the semester. The sole authorized purpose of the electronic recordings is for use as an aid to an individual student's learning. Information contained in lectures, class discussions and other oral classroom communication are protected under federal copyright laws and/or Family Educational Rights and Privacy Act (FERPA).

Permission to record class solely for the student's own educational purposes shall not be unreasonably denied. Once written permission has been obtained from the course instructor, classroom discussion during class between faculty member and students that is related to the relevant course topic is part of the educational process and the student may record such discussion solely for educational purposes without additional consent requirements.

Unauthorized recording, downloading, file sharing or distribution of any part of a recorded lecture, class discussion or other oral classroom communication, or using the material for any purpose other than as an aid to an individual student's learning may be considered a violation of the William Paterson University Copyright Policy (<http://www.wpunj.edu/library/copyright/copyright-policy.html>) and subject to disciplinary sanction. Unauthorized activities noted in this policy may also be a violation of William Paterson University Information Technology Policies.

EXCEPTION

In accordance with federal and state laws concerning students with documented disabilities, those students who are on record with the William Paterson University Office of Disability Services, and whose accommodation plan requires electronic recordings of lectures, class discussions or other oral classroom communication, are exempt from this policy. Recordings are still limited to the student's own personal use solely related to educational purposes regarding the subject class, and the recorded material must be destroyed at the end of the semester. Nothing in the aforementioned policy is intended to limit recording in connection with law enforcement investigations or enforcement of state and federal law.

PROCEDURE

Students (other than those exempted) must request permission to make electronic recordings for instructional purposes. Requests that involve only the classroom instructor or a speaker brought into the classroom by the instructor are handled by the course instructor. Requests for electronic recordings of classroom communication that includes student participation also requires permission from the other students involved in the activity.

Faculty are free to make recordings of classroom material for instructional purposes related to their courses, but recordings that involve student participation require the signed consent of the students allowing their voices and likenesses to be recorded, and the recording may only be used for non-profit educational uses, including assessment and accreditation requirements. The intent to record classroom communication should be indicated in the course syllabus and made clear to students in the class.

By Direction of the Provost and Senior Vice President for Academic Affairs

Date: 04/12/17

