

Content Capture Policy

POLICY COVERSHEET

# Key Details

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# Version Control

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| 1.0 | 2023 | First version |
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# Content Capture Policy

# 0 Context of Policy

## 0.1 Strategic Purpose

0.1.1 An integral component of Strategy 2030 is for the University to continue to provide learning environments that deliver diverse, inclusive, authentic, and stretching environments of learning. As part of this, the University intends that students can revisit and review lecture content recordings as part of the portfolio of resources available to them in structuring their studies and engagement with learning materials.

0.1.2 This purpose is intended for all students, and, in particular, considers students with specific needs for whom review of content provision is a necessary aid to their personal learning and meaningful engagement.

0.1.3 In addition, the recording of lecture content is now a standard feature in the modern higher education landscape and a clarity of policy regarding content capture is in ensuring that key messages can be conveyed to current and prospective students.

## 0.2 Policy Aim and Scope

0.2.1 This policy aims to provide clarity and guidance regarding the implementation of content capture, typically referred to but not exclusively ‘lecture capture’, and on the rights and responsibilities of those involved: the University, its staff and students, and other participants who may be part of recorded content.

0.2.2 Through this provision of clarity, this policy therefore intends to ensure that lecture rooms remain a safe and confidential place for learning, teaching, and student engagement for all of those involved.

0.2.3 The policy covers what are normally referred to as ‘lectures’ delivered in rooms where content capture is facilitated by the University’s content capture service. It also informs other purposes such as public-facing lectures, recordings made as reusable learning objects, or for online learning. However, the focus of the policy’s scope is on the core area of lecture content capture, as understood in the usual way as the place where substantial curriculum delivery occurs.

## 0.3 Data Security and Privacy

0.3.1 The policy and the implementation of content capture is informed and directed by University data compliance. ￼ Recording of any personal data shall not take place and students shall not be identified nor identifiable in the routine.

0.3.2 Content capture is available for students’ private study and review only. The University considers unauthorised sharing of lecture recordings by students or staff a serious breach of academic integrity.

# 1 Use of Content Capture

## 1.1 Use of Content Capture in Practice

1.1.1 The University aims to provide recordings of lecture content to students as a matter of routine, subject to the level of provision described below. The intention is to support students in structing their studies and engagement with learning materials. Because the purpose of these materials is to assist students in review, it is not intended that lecture content capture is a replacement for lecture attendance, and content capture should not be considered a proxy for all learning interactions that may happen in the live environment. It should be noted that it is intended that the primary purpose of lecture capture is to record and share the didactic elements of delivery, with a clarity of teaching scenarios where opt-out would be appropriate detailed in 2.1.4.

1.1.2 The University provides and supports the use of Panopto ReView as the primary means to facilitate lecture content capture. Other software that records screen, audio, and/or video may be available to facilitate content capture. To ensure that content capture remains secure and to manage data storage capacities, recorded content should be hosted on the ReView platform. Staff have the option to allow for either downloading of recordings or restricting them to access them on-demand as streamed content.

1.1.3 Content capture by staff shall only be hosted in areas where the staff member who created the content has access.

1.1.4 Students may only use the content capture shared for their own study and review. If content was downloaded as part of their study, the materials must be deleted by students from any personal devices once they have completed their module of study. Sharing of content capture by students outside of the remit of this policy is considered a serious breach of academic integrity by the University and will be considered through the Student Disciplinary Policy.

1.1.5 Staff who have captured the content in their lecture may publish this recording publicly as an open educational resource, provided that no other participants are identifiable, and permission for any other participants involved is provided in writing to allow their intellectual property to be shared in this way. ￼

1.1.6 Staff may use the content capture to review their own performance, to facilitate peer observation of teaching, or as part of their ongoing personal and professional development.

1.1.7 Data from engagement with lecture content capture may be used to inform overall student engagement metrics through the University Learner Analytics platform.

1.1.8 Content capture may be reviewed by the University system owners (defined as Quality Enhancement Directorate) for the purpose of checking technical quality of recordings or similar.

1.1.9 The University through the Quality Enhancement Directorate shall provide ongoing guidance on the appropriate operation of content capture for staff and the appropriate advice to give to students about how to use content capture in a manner that is conducive to their learning. This guidance is available on the Quality Enhancement Directorate intranet, ￼ and through workshops and support of staff.

## 1.2 Restrictions on Use of Content Capture

1.2.1 Lecture content recordings should not be used as a replacement for delivery of content, unless the staff member intends this purpose from a pedagogical perspective (e.g. to facilitate ‘flipped learning’ in the time normally allocated to the lecture). Use of content capture in exceptional circumstances that may override this in cases where business continuity is necessary should, where reasonably possible, be with the permission of the lecturer.

1.2.2 Lecture content capture data shall not be used for part of performance review or disciplinary procedures without the lecturer’s permission, except in cases of alleged gross misconduct.

1.2.3 Lecture content capture shall not be used as a proxy for staff who may be absent due to industrial action, except in instances where written permission is provided.

1.2.4 Lecture content capture shall not be used to mitigate timetabling clashes except in extremely exceptional circumstances and with the permission of all participants involved.

1.2.5 Lecture content review shall not be used as a proxy for attendance by students at the event, except in cases where it is a documented reasonable adjustment for a student.

# 2 Extent of Provision

## 2.1 Intentions of Normal Use

2.1.1 The University intends that as far as possible, and pedagogically appropriate, recordings of all lecture content will be available to students on modules.

2.1.2 Events which occur in the timetable as ‘lectures’ shall be routinely recorded by lecturers, unless they have particular reasons for not doing so. University software to record lecture content is provided in the majority of teaching rooms, and recording requires action on the part of the lecturer to activate the recording.

2.1.3 Recording of lecturers shall be notified to students, including with that message the caveats that not all learning interactions in the room will be recorded, and that where appropriate, recording may be paused or ceased depending on the topic or purpose of teaching activity.

2.1.4 Situations where part or all of a lecture content may not be recorded include:

(a) situations where there is a high degree of interactivity in the learning environment so as to render any recording ineffective for review;

(b) situations where a lecturer would need to significantly change their teaching approach to make it appropriate for content capture in a manner that would be detrimental to student experience;

(c) situations where the content of the lecture or other legal, ethical, or privacy reasons that render content recording inappropriate;

(d) personal reasons of the lecturer that make a recording inappropriate;

(e) a learning environment where content capture is not feasible; technically or otherwise.

2.1.5 In such cases where a lecture is not recorded for the reasons outlined in 2.1.4, the lecturer should discuss with their School colleagues (Programme Director and Associate Dean Student Engagement as appropriate) their rationale for not recording. In these instances where students would normally expect lectures to be recorded, it is important that documented correspondence to students explaining the reasons for not capturing lecture content are provided, and appropriate arrangements for students who have an Individual Support Plan (ISP) are made. If it is anticipated that the choice of pedagogy limits the possibility for lecture capture across the module, this should be discussed as one, rather than on a week-by-week basis.

2.1.6 Lecture content capture should be made available within a week of the event to allow for any nominal editing or enhancement. Should a recording take longer to release to students, students should be notified through normal School dissemination channels.

## 2.2 Access to Lecture Content Capture for Students with Additional Needs

2.2.1 The University has a responsibility under the Equality Act (2010) to provide reasonable adjustments to enable students with any disability as defined by the Act to access learning content. Having access to recordings is considered to be such a reasonable adjustment.

2.2.2 Students who choose to make their own content recordings of lectures for their personal learning are bound by the same guiding principles in this policy as content shared for student study and review through the virtual learning environment**.**

## 2.3 Student Participation and Consent

2.3.1 Students and other participants in lectures and other environments where content will be recorded should under the Data Protection Act 2018 receive proper notice that a session is being captured. In such cases where students exercise their right to opt-out, care should be taken not to record any contribution of that student, or subsequently edit the recording before it is shared.

2.3.2 In order to provide students with appropriate notice, signs in English and Welsh have been deployed in rooms equipped with Content Capture, explaining that learning and teaching activity within that room may be recorded, and outlining students’ rights and data compliance implications *(please see appendix A)*.

2.3.3 Staff are also encouraged to provide a PowerPoint (or equivalent) slide reinforcing this guidance. Staff can download this slide *(please see appendix B)* from the Quality Enhancement Directorate Panopto ReView support website, to include in their delivery.

* + 1. In rooms where webcams have been installed, care has been taken to ensure that these are front-facing and fixed angle. In addition to a webcam, most rooms are also equipped with an omnidirectional microphone to enable improved audio capture. This is primarily to capture the lecturer’s delivery as they move around the front of the teaching space. Students could therefore be encouraged to locate away from the front portion of the teaching space if they are concerned about being recorded.
		2. In cases where students chose to opt-out, they should be invited to participate fully at a time when recording is not taking place, such as at the end of an activity or in a different group.

# 3 Media and copyright

## 3.1 Use of Third-Party Materials

3.1.1 Content capture software captures on-screen content, so staff must ensure that they do not infringe copyright by capturing any material that they do not have permission to use.

3.1.2 Use of third-party materials may fall within the “fair dealing” exception if used for the sole purpose of illustration for instruction. In such cases, visible citations to sources should be included. Guidance is available from Library and Information Services. ￼

3.1.3 Where lectures contain broadcast or published audio/video material such as commercially purchased DVDs, audio downloads, or excerpts from on-demand services such as BBC iPlayer, these parts of the lecture should not be recorded. Because these materials are subject to copyright, any form of copying is prohibited, and therefore capturing would constitute a breach of copyright.

3.1.4 YouTube content can be included within a Panopto ReView session, but not via screen capture. It can be integrated via a feature within the Panopto Editor. This allows the embedding of a YouTube video where the original source is not copied, but instead the video is drawn into the playback stream.

3.1.5 The sign-off, and any editing of a recording is the responsibility of the individual staff member, who will ensure academic standards are maintained, and that University policies are adhered to.

3.1.6 In cases any third party believes their rights have been infringed in a content capture, the content shall normally be taken down from the University learning systems until such time that the infringement has been investigated.

## 3.2 Ownership

3.2.1 Staff and students at the University are bound by UK copyright law. This applies to any copyright materials they may use in the course of learning and teaching activity - both online and in printed form. Under UK copyright law, students are permitted to use recordings for personal study use only. They are not permitted to share or upload recordings to the Internet or social media.

3.2.2 Under UK law, an employer owns the copyright of anything that is produced by an employee as part of their work. The University therefore owns the copyright of any staff recordings made as part of their professional role, and all University staff and students are subject to the copyright restrictions placed upon it. These prevent the content being sold or used by way of trade without the express permission of the copyright holder. Images and recordings may not be re-edited, amended or re-used without prior permission from the University.

3.2.3 The University does respect the rights of staff and students to be accredited as authors and performers, and therefore staff making recordings do retain Performance Rights. Personal details of those taking part are never made available to third parties. Further guidance on copyright can be sought through Library and Information Services. ￼

## 3.3 Retention of Recordings

3.3.1 Recordings by default remain available for a minimum of five years – to facilitate the three- and four-year programmes delivered by the University, and to allow for potential individual resits.

3.3.2 Staff have full control over the availability of their recordings and are therefore directed to reflect on their recorded output to maintain currency.

3.3.3 Recordings that have not had any views for three years are automatically archived (not deleted) in order to minimise storage costs within the Panopto pricing model. These can be retrieved if/when required.

3.3.4 The University will routinely stop using recordings from the date on which any member of staff who made the recording ceases to be employed by the University. This respects the Performance Rights of the former member of staff. Exceptions to this can be made upon request from Schools/Departments – and will require written consent from any individual featured in the recording, who is no longer employed by the University. Other exceptions may include where a student who has taken a leave of absence from the University, returns to complete their studies, and would benefit from viewing the recording.

3.3.5 In order to prepare for exceptional circumstances such as that described above, the University will not initially delete these recordings, but will instead archive them whilst there are still registered students enrolled on the programme and cohort to which the recording relates.