

SUBJECT

Classroom/Lesson Recording Procedure

Student Success Policy #A-23

PURPOSE OF PROCEDURE

The purpose of this procedure is to state the College’s position about student recording of academic activities and to outline the rights and responsibilities, particularly of instructors and students, when student Recording of Academic Activities take place. The development of this procedure has been guided by the following three primary principles:

- i) The College’s obligations to provide accommodations under the Ontario *Human Rights Code*.
- ii) The protection of privacy of individuals seeking accommodation from the College under the Ontario *Human Rights Code*.
- iii) The obligation of the College to provide a safe and inclusive environment which promotes the safety and protects the rights of all members of the College community.

DEFINITIONS

In this procedure:

“Academic Activities”: includes all activities during which course content is delivered, including all class sessions, seminars, lectures, laboratories, meetings between students and instructors, and all other College learning environments.

“Approved Accommodation”: is an accommodation that has been approved for use by a student by Northern College’s Accessibility Services.

“Course Content”: includes all materials developed for delivery of a course, including visual or audio materials, spoken or written lectures, lab manuals, class discussions, *etc.*

“Instructor”: means all College employees with instructional responsibilities, including all faculty members, workshop leaders, clinical and laboratory instructors, and includes guest lecturers and visiting professors.

“Record”: (including “Records”, **“Recording”** and **“Recorded”**): means the reproduction of course content or academic activities in audio or visual format and includes any transcript of such Recording.

“Student” and **“Students”**: includes any person or persons who is/are registered, full-time or part-time, in a course or program of study (whether for credit or not) at Northern College.

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SCOPE OF PROCEDURE

This procedure applies to all College instructors and students and includes all academic activities.

PROCEDURE STATEMENT

1. The recording of academic activities by students is generally prohibited.
2. Individual Students are allowed to make recordings of academic activities only if they have a valid accommodation from Northern College's Accessibility Services, and the expressed written permission of the Instructor.
3. Instructors will permit the recording of academic activities by students with a valid accommodation from Northern College's Accessibility Services. Following receipt of the Letter of Accommodation from Northern College's Accessibility Services, permission will be granted without undue delay. Notwithstanding, the Instructor retains the right to grant or deny permission to make recordings of academic activities to Students who do not possess a valid accommodation.
4. Instructors may prohibit the recording of specific academic activities only under the following three circumstances;
 - a. Student presentations for credit should not be recorded by other students;
 - this protects the rights and safety of the presenting students,
 - this avoids potential academic integrity violations
 - b. certain limited not for credit activities that are solely dedicated to opportunities for students to share personal and private information and experiences related to course content for enrichment and reflective purposes only; or
 - c. sacred stories, ceremonies and land-based or other teachings consisting of Indigenous knowledge where the Elder or knowledge holder has advised that they hold a sincere belief that such course content should not be recorded.
5. In these limited specific instances where recording has been prohibited, no content associated with these activities can be linked to assessment so as to not disadvantage students with a valid accommodation to record. A general reminder should be given at the start of such activities that any recording of the activity is prohibited.

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<p>6. It is strongly recommended that all Instructors include a statement in each course outline and in an appropriate location on Blackboard noting there may be students in this class who have written permission from the College to record class sessions for an approved academic purpose and, verbally inform students on the first day of a course that there may be students in the class who have written permission from the College to record class sessions for an approved academic purpose.</p> <p>7. Outside of the general advisement above, Instructors are not permitted to inform others in the learning environment (e.g., other students, guest speakers, etc.) that any specific academic activity is being recorded for the purposes of accommodation or to identify, directly or indirectly, any Student who has an approved accommodation to record.</p> <p>8. Upon receipt of a Letter of Accommodation from Northern College’s Accessibility Services permitting them to Record Academic Activities as an accommodation, a student is encouraged to contact their course Instructor(s) confirm their intent to record as soon as is reasonably possible. This contact may be initiated by the student in person, by email, or through Blackboard messaging.</p> <p>9. Upon receipt of the Letter of Accommodation from Accessibility Services, the student may make recordings of every scheduled academic activity for that course for the entire semester, with the exception of any specific activities identified in paragraph 4 for which recording is prohibited.</p> <p>10. Accessibility Services can provide students with supports needed to make approved recordings. Students should contact Accessibility Services directly for any such assistance.</p> <p>11. Student use of the recording is limited to personal study by the student who has been permitted to make the recording. The student is prohibited from posting, sharing, or in any way distributing the recording with others without the expressed prior written permission of the Instructor.</p> <p>12. Students who have been permitted to record academic activities may retain the recording until the end of their academic program. Students are responsible for the safe keeping and integrity of the recording.</p> <p>13. Prohibited recording of academic activities will be subject to the student code of conduct disciplinary procedure referred to in the Student Handbook.</p>	

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REFERENCES

Northern College ACADEMIC POLICY # A-23: Student Success Policy

Northern College ACADEMIC PROCEDURE #A-23 PR-1: Student Success Procedure

Queen’s University Policy on Students Recording Academic Activities.

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