

# Audio and Visual Recording of Lectures Policy

<b>Policy name</b>	Audio and Visual Recording of Lectures Policy
<b>Policy number</b>	SSP005
<b>Date approved</b>	4 February 2015
<b>Approving body</b>	The Academic Board (Senatus)
<b>Responsible officer</b>	The Head of School
<b>Implementation officer</b>	Head of Administration Course Lecturers
<b>Next review date</b>	June 2017
<b>Linked policies</b>	
<b>Linked forms</b>	

## Purpose of this policy

The audio and visual recording of lectures in any format, at The Cairnmillar Institute (the Institute) is not permitted without the explicit permission of the lecturer and/or Head of School. The use of handheld devices, including telephones, iPhones and iPads is forbidden. Any student found recording lectures or presentations without permission may be guilty of misconduct and must report to the Head of School. In circumstances when permission has been granted for recording a lecture, the following provisions apply:

## Copyright

### Recording by Staff

If teaching staff record their own lecture, and that recording includes copyright material, then staff must comply with certain conditions. The provisions that allow any copyright material to be shown in class do not apply when that material is recorded. If staff record copyright

material as part of a lecture, it is subject to the same restrictions as if one were making material available on Moodle. Staff are required to:

- Limit the types and amounts of copyright material
- Acknowledge all copyright material with a proper and accurate citation. This can be done by making an announcement in class
- Display the required copyright warning notices
- Restrict access to staff and students involved in the subject. The only other access that may be given is to those who assist with teaching or administering the subject.

### **Recording by Students**

If students are given permission to record a lecture, students must be advised that the content and delivery of the lecture is protected by Australian Copyright Law and is owned by The Cairnmillar Institute. Students must be advised:

- Material belonging to others may have been used in these lectures and copied by and solely for the educational purposes of The Cairnmillar Institute under licence.
- Students may record the lecture for the purposes of private study or research, but must not make a further copy or sell, alter or further reproduce or distribute any part of these lectures to any other person.
- Any such reproduction or distribution of the recorded lecture infringes the Institute's copyright, and The Cairnmillar Institute may take legal action against any person who does so.

## **COPYRIGHT**

### **Warning notices**

A notice that states the following, must be placed prominently at the entry to each lecture theatre where recording may take place:

**“AUDIO AND VISUAL RECORDING MAY OCCUR IN THIS ROOM”**

## Permission

If students are being recorded in any manner, be it image, comment, or discussion, the permission of each individual must be sought in writing.

## Privacy

To protect the privacy of student's comments and opinions expressed as part of recorded lectures, students must be advised that a lecture is to be recorded. It is advisable that students are informed during the first lecture that this may occur, and this notification should also be included in the announcements/news section of Moodle. Lectures, presentations or other classes during which case studies, client information or personal anecdotes are presented or discussed must not be recorded.

