
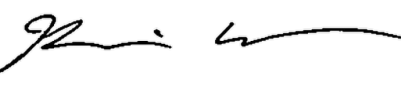


Virtual Lecture and Other Educational Activity Recordings Involving Students

| Version | Version Date (MM/DD/YYYY) | Review Date (MM/DD/YYYY) | Description of Changes |
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| 01 | 4/7/2022 | 4/7/2023 | Initial Release |
| Signature | | | |
| Academic Project Manager, Academic | Amanda Duncan | X |  |
| Policy Holder | Print Name | Insert Date: 5/4/2022 | |
| College Council | | 1/26/2022 | |
| Advising Body | | Signature | |
| Vice President, Academic | Kevin Weaver | X |  |
| Approver | Print Name | Insert Date: (MM/DD/YYYY) May 4, 2022 | |

Purpose

Georgian College is committed to having safe, respectful and inclusive learning spaces. The purpose of this policy is to give guidance for Georgian's practices on virtual recordings for lectures and educational activities involving students.

Scope

This policy applies to all Georgian students, employees, and guests.

Definitions

| Word/Term | Definition |
|---------------------------------|--|
| Closed captioning | Automated close captions or text of the live virtual recordings |
| Transcription | The automatic capture of a virtual learning environment by a speech-to-text engine that records in text form what was discussed |
| Virtual learning environments | Virtual learning environments include synchronous lectures and certain educational activities such as, but not limited to, demonstrations, presentations, etc., involving virtual meeting systems. |
| Virtual meeting systems | Cloud-based videoconferencing and collaboration application used in virtual recordings supported by the college, including, but not limited to Webex and MS Teams |
| Virtual recordings (recordings) | Includes audio and/or video or photographic capture of virtual lectures and certain learning activities (as defined above under virtual learning environments) |

Responsibility

The following is a list of roles and responsibilities related to this policy:

- *The faculty member/staff member is responsible for ensuring...*
 - Students, other staff members and/or guests present are notified of virtual recordings
 - Virtual recordings are stored in a secure environment, such as Blackboard or OneDrive
 - Virtual class and learning recordings are not distributed/shared on any public sites
 - Virtual class and learning recordings are to be used for the current semester only and are not to be re-used for a different course section (including merged Blackboard courses) and/or the following semester without the written consent of all parties involved
 - Virtual class and learning recordings maintain student privacy as much as possible by not displaying student information (display pictures, name, initials, messages) while sharing content
 - Closed captioning of live recordings and transcripts of posted recordings are used as much as possible (preferably reviewed/corrected), as per [AODA 2005, O Regulation 191/11, s14](#)
 - Any violations related to Student Code of Conduct or Academic Regulations are reported
 - External guests are aware of this policy
- *The student is responsible for ensuring....*
 - Not to record virtual class and/or learning activities
 - Not to distribute/share virtual class and learning activity recordings that have been posted for academic purposes
 - That they seek an approved accommodation through Accessibility Services to record live course content, should they have a functional limitation that requires this as an accommodation
- *The external guest is responsible for ensuring....*
 - Not to record virtual class and/or learning activities
 - Not to distribute/share virtual class and learning activity recordings

- An individual who supports student accommodations (e.g., learning facilitators, interpreters, etc.) *is responsible for ensuring...*
 - Virtual recording of course content on behalf of the accommodated student using the students' devices
- *Campus Safety Services is responsible for ensuring....*
 - Reviews of alleged violations in relation to the Student Code of Conduct
 - Archival of virtual recordings related to alleged violation for a 7-year period
- *Information Technology is responsible for ensuring....*
 - Secure storage and accessibility of video and audio recordings collected through virtual meeting systems through cloud-based servers until the expiration of the 365-day retention period
- *Human Resources is responsible for ensuring....*
 - Reviews of alleged violation in relation to employee conduct
- *Centre for Teaching and Learning is responsible for ensuring....*
 - Availability of support documentation related to technical aspects of this policy and virtual recordings (in general) are available through [MS Teams](#) and [Webex](#) support.

Policy

1. General

Faculty may choose to virtually record synchronous lectures and other educational activities when students are present for academic purposes. There are a number of reasons for recording virtual lectures and other educational activities. These include providing materials as a study aid to students; giving access to class material for remote learners or due to a missed class; supporting academic and learning strategy activities; and to meet student accommodations. Some learning activities/modalities may require further consideration before recording, such as personal reflections, discussions, case studies, labs, question periods, etc., and recordings can be paused or stopped during these times. Recorded synchronous lectures and/or other educational activities involving students should only be made available to those students in the same course section in a secure Georgian College approved and/or regulated environment, such as Blackboard, and not posted on any public sites, like YouTube or paid member sites.

Students may not record audio or video of any person, including lectures and other classroom activities. An exception includes students who use the recording for accommodation purposes approved by Accessibility Services. Students may use the recordings for academic purposes and may not disseminate or share them. Individuals

Guests and other Georgian employees involved with the educational activity may not record audio or video of any person, including lectures and other classroom activities. An exception includes Georgian employees who support student accommodation purposes approved by Accessibility Services. Guests and other employees may not disseminate/share recordings.

2. Policy statements

2.1. Faculty may choose to virtually record synchronous lectures and other educational activities involving students for academic purposes and recordings can be made using and stored on college-licensed products.

2.2. Students may not record audio or video of any person, including lectures and other classroom activities. An exception includes students who use recording for accommodation purposes approved by Accessibility Services.

2.3. Faculty who record a virtual lecture and/or other activity involving students using virtual meeting systems should make them available in a Georgian College approved and/regulated secure environment (e.g., OneDrive) and accessible only to students of the course section (e.g., Blackboard). Virtual class and learning recordings are to be used for the current semester only and are not to be re-used for a different course section (including merged Blackboard courses) and/or the following semester without the written consent of all parties involved. For those faculty with merged Blackboard courses, it is recommended not to share recordings across all sections in the common course shell. It is suggested to set up folders for each section using [adaptive release functions](#) in Blackboard which can limit access based on user groups (e.g. specific course section).

2.4. It is recommended that recordings comply with [AODA 2005, O Regulation 191/11, s14](#) as much as possible and provide:

- Closed captioning during live recordings
- Transcription of recordings – If time permits, prior to posting a transcription to a secure environment accessible only to students registered in the course section, it is suggested the transcription be reviewed and corrected for accuracy.

2.5. Faculty, staff, students and guests should not upload recordings of a class session to any public site such as but not limited to YouTube, paid member.

2.6. Students may use the recordings for academic purposes and may not disseminate or share them. Use of the recording for any purpose other than academic may be a violation of the Student Code of Conduct. Inappropriate use of the virtual recordings should be reported to [Campus Safety Services](#).

2.7. Students should be notified of any virtual recording. Faculty should notify students in the class syllabus and at the start of any recording. See Appendix A for support for faculty.

2.8. Faculty, students and guests are required to conduct themselves in a manner that supports Georgian's safe, respectful and inclusive learning spaces, whether in-person or in the virtual learning environment.

3. Retention of virtual recordings

3.1. Recordings collected through virtual meeting systems will be stored via OneDrive or Blackboard and accessible for students and employees for the current semester.

3.2. Institutionally, recordings collected through virtual meeting systems will be stored and accessible by Georgian through cloud-based servers until the expiration of the 365-day retention period.

3.3. In the event that there is an issue during the recording, it should be reported to Campus Safety Services and the virtual recording will be retained for a period of 7 years.

4. Non-compliance

4.1. In the event there is a reported issue during a recording (for example but not limited to, a violation of the Student Code of Conduct), personal information, such as video and audio recordings, collected through virtual meeting systems will be used by Georgian College as part of its investigation, under the authority of the *Ontario Colleges of Applied Arts and Technology Act, 2002*, section 2 and in accordance with sections 39, 41 and 42 of the *Ontario's Freedom of Information and Protection of Privacy Act*. For additional information, please refer to [Georgian College's Privacy Policy](#).

4.2. In the event of a violation and/or investigation by Campus Safety Services, the college will exercise its rights to take appropriate disciplinary action, according to Academic Regulations and the Student Code of Conduct, or in the case of employees the Employee Code of Conduct.

Related materials

- [Employee Code of Conduct](#)
- [Student Code of Conduct](#)
- [Student Accommodation](#)
- [AODA 2005, O Regulation 191/11, s14](#)
- [Georgian College's Privacy Policy](#)
- [MS Teams](#)
- [Webex](#)
- [Webex Focused Content](#)
- [Blackboard Adaptive Release Functions](#)
- [Campus Safety Services](#)

Appendix 1: Virtual recording of lectures and other educational activities involving students – Guidelines for faculty

Faculty may choose to virtually record synchronous lectures and other educational activities involving students for academic purposes.

Support documentation related to technical aspects of this policy and recordings are available through [MS Teams](#) and [Webex](#) support.

If faculty wish to record a lecture, or other activity involving students, on virtual meeting systems (MS Teams and/or Webex), and make them available to the students in that course section only, they can do so without violating privacy laws, assuming the recording is available in a secure environment and accessible only to students of the section (e.g., Blackboard). For those faculty with merged Blackboard courses, it is recommended not to share recordings across all sections in the common course shell. It is suggested to set up folders for each section using [adaptive release functions](#) in Blackboard which can limit access based on user groups (e.g. course section). Virtual class and learning recordings are to be used for the current semester only and are not to be re-used for a different course section (including merged Blackboard courses) and/or the following semester without the written consent of all parties involved.

Faculty should not upload recordings of a class session to a public site like YouTube.

Recordings should primarily capture the faculty and on-screen content. Students should be notified that their personal information may be visible to others within recordings. Notifying the student can be done by adding recommended text to the class syllabus and notifying students at the start of recording. Further consideration before recordings may be required for some learning activities/modalities, such as personal reflections, discussions, case studies, labs, etc. Recordings can be paused or stopped during these times.

When sharing content with students in a virtual environment (e.g., PowerPoint slides, PDFs, Word documents, etc.), only share the window (e.g., PowerPoint, PDF, etc.) or screen applicable to course delivery. Avoid sharing MS Teams and Webex windows or screens that display these applications. This will help to maintain student privacy by not displaying student information such as names, initials, display pictures, personal image and messages. Webex users can consider using the [Focused Content](#) feature in Common Settings.

If a student expresses concerns to their faculty about being recorded in the virtual environment, suggest to them to keep their web camera off/microphone muted and do not use a profile image. Students can communicate via direct message with the faculty instead of group chat. If a student has concerns with recording while in-person (GC Flex), suggest to them to sit in a no-camera zone in the classroom.

It is recommended that recordings comply with [AODA 2005, O Regulation 191/11](#), s14 as much as possible and provide:

- Closed captioning during live recordings
- Transcriptions of recordings posted to a secure environment, such as Blackboard and OneDrive. It is suggested the transcription be reviewed and corrected for accuracy, if time permits.
- These resources to students on a timely basis

Students may use the recordings for academic purposes and may not disseminate or share them. Use of the recording for any purpose other than academic may be a violation of the Student Code of Conduct. Inappropriate use of the virtual recordings should be reported to [Campus Safety Services](#).

Sample text for class syllabus

To support access to course content, lectures and learning activities may be recorded and the links to these resources posted in Blackboard.

Recordings will primarily capture myself and on-screen content. It's possible that your image, voice, name, personal views and course work may be recorded. If you have concerns with being recorded, I suggest you keep your web camera off and microphone muted and don't use a profile image. You can communicate via direct message with me instead of group chat.

Recordings may not be reproduced, posted or shared anywhere and may be in violation and subject to disciplinary actions under [Georgian College's Student Code of Conduct](#). Recordings should only be used by students currently registered in this course.

Students creating unauthorized recordings may be in violation and subject to disciplinary actions under [Georgian College's Student Code of Conduct](#).

Please let me know if you have any questions.

Sample text for GC Flex class syllabus

To support access to course content, lectures and learning activities may be recorded and the links to these resources posted in Blackboard.

Recordings will primarily capture myself and on-screen content. It's possible that your image, voice, name, personal views and course work may be recorded.

- *If you have concerns with recording while attending a live classroom session virtually, I suggest that you keep your web camera off and microphone muted and don't use a profile image. You can communicate via direct message with me instead of group chat. However, you may be required to turn your web camera on for recorded small group activities.*

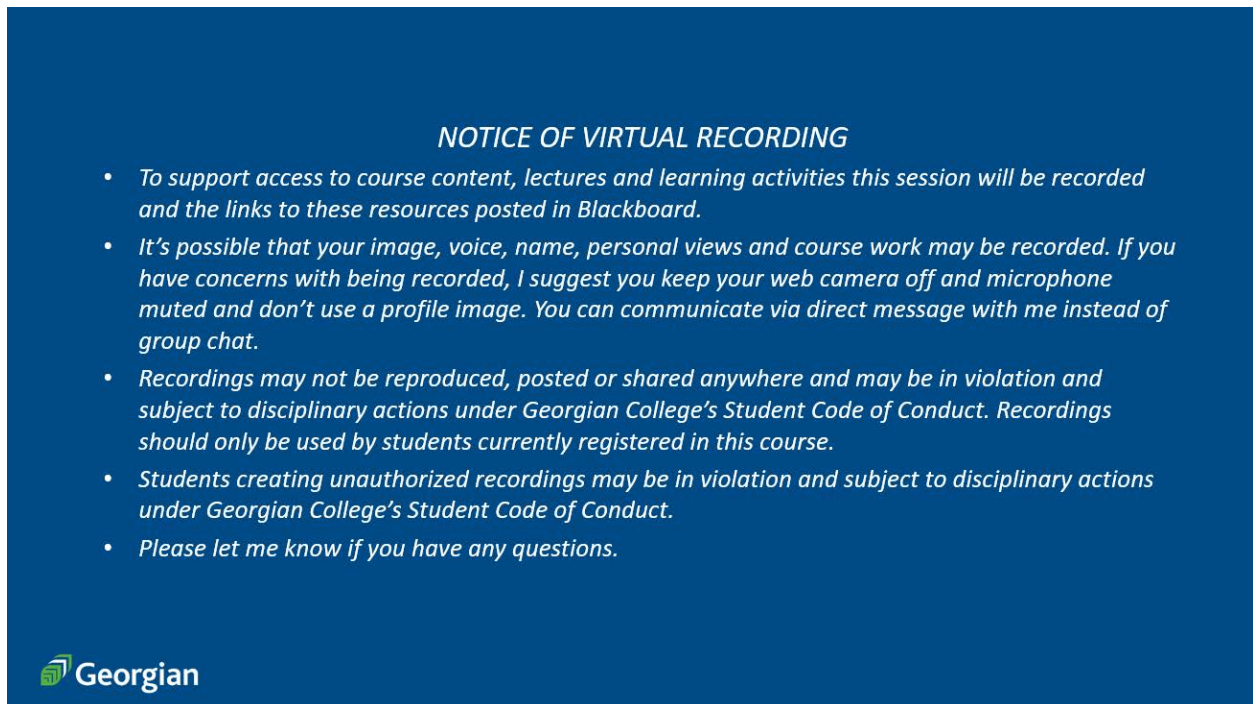
- *If you have concerns with being recorded while attending in-person, you may choose to sit in a no-camera zone in the classroom, toward the back corners or consult with me to verify no-camera zones.*

Recordings may not be reproduced, posted or shared anywhere and may be in violation and subject to disciplinary actions under [Georgian College's Student Code of Conduct](#). Recordings should only be used by students currently registered in this course.

Students creating unauthorized recordings may be in violation and subject to disciplinary actions under [Georgian College's Student Code of Conduct](#).


Please let me know if you have any questions.

Sample virtual recording notification slide

A blue rectangular slide with white text. The title "NOTICE OF VIRTUAL RECORDING" is centered at the top. Below it is a bulleted list of six items. At the bottom left is the Georgian College logo and name.

NOTICE OF VIRTUAL RECORDING

- *To support access to course content, lectures and learning activities this session will be recorded and the links to these resources posted in Blackboard.*
- *It's possible that your image, voice, name, personal views and course work may be recorded. If you have concerns with being recorded, I suggest you keep your web camera off and microphone muted and don't use a profile image. You can communicate via direct message with me instead of group chat.*
- *Recordings may not be reproduced, posted or shared anywhere and may be in violation and subject to disciplinary actions under Georgian College's Student Code of Conduct. Recordings should only be used by students currently registered in this course.*
- *Students creating unauthorized recordings may be in violation and subject to disciplinary actions under Georgian College's Student Code of Conduct.*
- *Please let me know if you have any questions.*

 **Georgian**