

Andrews University Educational Recording Policy

This policy establishes guidelines for the recording of classroom lectures (including without limitation all instructional activities, discussions, presentations, or other educational content taking place within a classroom or other educational setting in which course-related content is delivered), meetings between students and faculty during office hours, co-curricular events, and all other activities occurring in the teaching and/or learning environment (collectively “Educational Activities”). A “recording” includes, but is not limited to: an audio recording, video recording, taking still or live photographs, and any other form of capturing or streaming audio, visual, or any other forms of media through the use of electronic devices.

As a Seventh-day Adventist higher education community valuing honesty, trustworthiness, fairness, ethics, and respect for truth in all interactions, Andrews University seeks to cultivate an atmosphere of trust in the free exchange of ideas between students and employees. The purpose of this policy is to balance the needs of students to access and review educational materials with the importance of maintaining a respectful and effective learning environment.

STUDENT RECORDING POLICY

DISCRETION: Instructors leading out in Educational Activities have discretion to determine whether recording of such Educational Activities is allowed. Recording policies may vary from course to course and from event to event. Students should refer to each syllabus or other available written information to ascertain the recording policy for particular Educational Activities. If the recording policy is not clearly outlined, students must obtain prior written permission before making any recording (see Permission to Record below). Instructors may record their own lectures and class sessions for pedagogical or other purposes, as long as such recordings comply with university policies and are used in accordance with copyright laws.

PERMISSION TO RECORD: With the fair use of course materials and privacy of students and educators in mind, recording of Educational Activities is not permitted without the prior, explicit (written or spoken) permission from the instructor and other presenters captured in the recording. If permission is given to students to record Educational Activities (or if an instructor chooses to record the instructor’s own lectures), the instructor must inform all students and other attendees that recording of the Educational Activities will occur (except in cases of disability accommodations). An instructor or speaker who finds anyone making an unauthorized recording has the right to require the person to stop and delete the recording permanently.

Under Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act, institutions of higher education must provide reasonable accommodations to a student’s known disability and may not deny equal access to the institution’s programs, courses, and activities. Recording lectures is a reasonable accommodation under ADA, that is typically used to supplement a student’s course notes and should be allowed any time that students with an accommodation are reasonably expected to or allowed to take notes for use outside of class. Disability Services is committed to working with instructors to address concerns that they may

have while still assuring that equal access for the student. Students with permission to record will sign the recording agreement.

USE OF RECORDINGS: Authorized recordings, including any made as disability accommodations, and all other course materials, including those posted in Learninghub or other university learning management system, may only be used exclusively for personal study and academic purposes. Such recordings may not be shared with any other audience without the explicit permission of the instructor.

MISUSE OF RECORDINGS: Even when allowed, recordings may not be used in any way that denigrates, decontextualizes, or misrepresents the instructor or any other speaker whose remarks are recorded. Further, information from authorized recordings may not be separately posted, published, or quoted without the written consent of the instructor or speaker, who must be properly cited.

UNIVERSITY ENFORCEMENT: Recording in violation of this policy will be considered a violation of the university's [Academic Integrity Policy](#) and may result in disciplinary action in accordance with that policy.

FACULTY RECORDING POLICY (in effect Fall 2024)

USE RESTRICTED TO SAME CLASS MEMBERS: Instructors are permitted to record class activities and share these recordings with members of the same class under the following conditions:

1. Class members must be informed in advance through both verbal notification and written notice in the syllabus.
2. Class members must be given the option to opt out of being recorded.

While it is not required to obtain written consent for this limited use, instructors may choose to do so if they anticipate using the recordings for future purposes or sharing them publicly online (see details below under "Use for Future Semesters or Posting Online Publicly").

USE FOR FUTURE SEMESTERS OR POSTING ONLINE PUBLICLY: Instructors who plan to reuse class recordings for future semesters or wish to post them online must first obtain written consent from all students who can be personally identified in the recordings. Consent forms should be kept for three years following the last usage of the recordings.

DEFINITION OF PERSONALLY IDENTIFIABLE INFORMATION: For the purposes of this policy, students are considered personally identifiable if their full name or face is visible in the recording. Additionally, students are considered to be personally identifiable if the recording includes enough information or context (visually, audibly, or otherwise) that could potentially identify them. All recordings that contain personally identifiable information are treated as educational records and must therefore be stored securely on University-supported,

password-protected websites. The recording, use, dissemination, and storage of these sessions must comply with copyright and other intellectual property laws and policies.

END OF POLICY

Adapted from Williams College, [Boston College](#), and Elon University

Syllabus Statement

Including a statement to adhere to all policies stated in the syllabus is good practice. For example:

I understand the expectations of this syllabus and commit to adhering to all.

Signature

Printed name