

For questions, please contact:

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Student Rights and Responsibilities

- What if students are doing in class presentations? They're recorded as part of normal class.
 - What are the student's rights to the content in which they appear?
- Students are inadvertently recorded even though primary intent is professor capture.
 - Are student release forms necessary to distribute outside of the class?
- What if a student screen grabs the course and makes it available publicly?
- Faculty can and do invite guest or co instructors to a course.
 - What obligations to notify students of these unknown viewers?
- Can students be compelled to sign away their rights as a requirement of the course?
- What sort of opt-out process needs to be made available to students?
- Are we obligated to notify students that they are being recorded or that they are in a room where that may happen?

Faculty Rights and Responsibilities

- For a typical course, what rights do faculty have to the recordings?
 - Can they resell, repurpose?
 - Can faculty take them with them when they leave the university?
- Faculty can download the recordings at any time and archive them. Do they need guidance on acceptable use and storage policies?
- Does a professor who invites a guest lecturer need a signed release?
 - Who owns it if they do or don't sign the release?
- Can a faculty make these videos available on youtube?
- Does a dept chair or dean have a right to view the lectures for evaluation of a professor for tenure, promotion or contract renewal?
 - Does the professor get to choose what material is in their portfolio?
 - Does the professor have any say in who gets to view the videos besides students?

- Can faculty share content with faculty here or at other universities in other classes? (Sharing a great lecture)
 - Student rights?
 - Faculty rights?

Institutional Rights and Responsibilities

- After the professor teaches the course, can the university use the content to offer the course again without the professor?
 - Another prof, MOOC, Grad student, independent study, etc.
- What are our retention obligations with respect to criminal and or civil discovery?
- Can the university use excerpts of promotional and recruiting purposes without permission?
- What are our retention policies?
- Who can authorize deletion of content?
 - Can a faculty ask for a course to be deleted?
- What if a class is recorded inadvertently?
 - Do we need to notify students that happened?
 - Do we need to notify faculty before deletion?
- Can we share recorded content with people outside the university?
 - Share it with colleagues working on lecture capture elsewhere?

Public Rights and Responsibilities

- What are our obligations to notify the public that they are being recorded or are in a room where that may happen?
 - Lecture series
 - Evening events