UNIVERSITY OF BIRMINGHAM

CODE OF PRACTICE ON LECTURE CAPTURE

1.1   Where recording facilities are available, lecture capture technology should be used to record lectures and other appropriate teaching and learning activities and make these recordings available to students registered on the unit associated with that teaching activity (unless an 'acceptable alternative' is provided – see sections 1.10 and 1.11 below). The University normally considers any didactic teaching session to be suitable for recording, while more interactive student-led sessions - such as flipped lectures – to be less suitable.

1.2   We are retaining an opt-in lecture capture system and a new, easier-to-use system ('System A') was introduced in many centrally managed teaching spaces at the start of the 2017/18 academic year. System A allows lecturers to initiate a recording without having to login to either Canvas or Panopto. The system cannot initiate a recording automatically, but lecturers can initiate a recording by clicking on the Panopto icon and selecting 'start new recording'. Consent to a recording is provided by initiating this process. Staff are also required to agree to the CoP via the Panopto EULA and to have activated Panopto for the module in Canvas (guidance on how to do this is available on the HEFi Learning & Teaching Gateway)

1.3   There will be two Panopto systems in place across campus, and the intention is to ensure that all rooms are able to run both System A and System B. System A is the quick start system (with visible recording lights) user experience and it is available in all centrally managed rooms with a capacity greater than 21. System B is the original user experience, requiring the teaching staff to login to Canvas first and select the AV inputs they require, which will still be available in all other teaching rooms, including centrally managed rooms.

1.4   In response to needs expressed by staff and students in 'numerical' subjects, whiteboard capture is being rolled out to selected rooms from 2018/19, and these will be clearly identified as 'Lecture Capture+' by in-room signage. Whiteboard Capture uses cameras to capture content written on the board at the front of teaching spaces. System A will automatically capture the camera feed, or System B can be used to select or deselect the AV input.

1.5   Recordings will normally be released immediately after a session unless a request is made by staff for a different release date, or a student requests an edit of their verbal input or the removal of their image in a Lecture Capture+ recording. By default, recordings will only be available to students who are registered on the programme for which the recording was made, unless requests are made by the teaching staff involved to make the recordings more widely available (to, for example, students on other units or through iTunesU, etc.).

1.6   Except where authorised by the University, recordings of University lectures (or group based teaching and learning activities) are not for public consumption by any means, other than for transcription purposes, or where permitted by law. Where authorised, such recordings must not be copied or passed on to anyone else, other than for transcription purposes. Once a personal copy of a recording has served its purpose, it should be

permanently erased. Students or staff found to be in infringement of this principle may be subject to disciplinary proceedings.

1.7 With the exception of content that has been legally obtained from sources outside of the University, the University owns the intellectual property in the content of lectures and other teaching sessions and is also the owner of the intellectual property in any recordings made by it or on its behalf. Lecturers retain performance rights and a lecturer therefore has the right to prevent the recording from taking place in the first place, or to remove recorded content that has previously been made available. Where lectures include material obtained from outside of the University, lecturers are required to adhere to the University's copyright policy (contact Library Services for guidance).

1.8 Recordings will not be used for staff performance management purposes.

1.9 Recordings will be retained, and available to students until one year after the relevant full-time cohort would normally be expected to complete the programme, and then archived. Recordings will be archived for 2 years and then deleted.

1.10 Where a lecturer declines to record a taught session that would otherwise be appropriate for lecture capture, they should provide an 'acceptable alternative' that meets our agreed ambition to (a) ensure we have a consistent level of support for learning across campus, (b) meet the diverse learning needs of students, and (c) recognise the expectations of contemporary students.

1.11 An 'acceptable alternative' is a form of support which helps students to understand a lecture even if they were not present or when they return to the material at a later date. This alternative support could, for example, take the form of detailed lecture notes, enhanced notes supporting slides; a podcast that provides a commentary on the lecture slides; or a video explaining the session. It is understood that the expectations of students vary across disciplines, and that an acceptable alternative appropriate for one programme of study or even one session might not be the same as that required for another. Module Leaders will be responsible for checking that each session on their module meets the requirement of the Code and the subject area, and that students have the signposting they need to set their expectations. The key test is whether the alternative provided meets the requirement to support student learning as identified in sections 1.2 and 1.3 of this document.

1.12 A new Module Overview template (see Appendix 1) is available in Canvas to provide students with clear information (using icons) about the type of support they can expect to be available in each lecture-based session. Completion of the template is the responsibility of the Module Leader.

1.13 As is the case currently, students are permitted, should they wish, to make personal audio (but not video) recordings of lecture and other group-based teaching and learning activities that may, or may not, be recorded by other means. Students wishing to make such recordings must seek the permission of teaching staff prior to doing so. Recordings

made by students will be subjected to the same constraints on distribution (see paragraph 1.6 and 1.16) as are imposed on those recordings made by, or on behalf of, the University.

1.14   If a guest/honorary lecturer teaches on a module where Panopto is being used, it is the responsibility of the Module Leader to check with the guest lecturer whether s/he is happy to be recorded. For a non-teaching event, it is the responsibility of the internal organisers to carry out this check. A third-party consent form (see Appendix 2) is available on the HEFi Learning & Teaching Gateway alongside other supporting resources for Panopto.

1.15   Clear signs will be displayed in a prominent location in all teaching rooms where the Panopto service is available advising students that lectures may be recorded. It is the responsibility of the lecturer to advise students that if they sit near the front of the teaching room and ask a question, their voice may be audible in the recording. If this message has been stated clearly, students who subsequently ask questions may be deemed to have consented to being recorded. Students can also request an edit to a recording immediately after the lecture if they have concerns about recordings of their comments. Where Lecture Capture+ (Whiteboard Capture) facilities are available, it is the responsibility of the lecturer to also advise students that their image may be captured if they pass between the camera and the board(s). Students can request an edit to a recording immediately after the lecture if they are concerned that their image has been captured and they would like this to be removed. The PanOptOut link has been created to facilitate this, and will be clearly displayed on in room signage.

1.16   The University's IT Acceptable Use Policy already makes it clear that "the publication on external websites of unauthorised recordings, e.g. of lectures" is unacceptable and will lead to disciplinary action. This Policy also applies to Panopto recordings.

1.17   While respecting the integrity of the recording, the University reserves the right to edit recordings where necessary and appropriate, for example, where there is offensive language, a breach of the Data Protection Act, or where material is no longer academically sound, or contains a defamatory statement or proven copyright infringement.

Appendix 1: Canvas Module Overview (screen shot – example – indicative icons only.)

MODULE OVERVIEW

Programme Lead:			
Module Lead: Rosemary Daly			
Module Title: Political Theory			
Week/session	**Topic/activity**	**Activity to support student learning**	
1	Introductory Lecture	▶ QUIZ	
2	Social Justice	🎥 📝	
3	Deciding on Rules of Justice	🎥	
4	Justice and Fairness	🎥	
5	Multiculturalism	🎥 📝	
6	Reading Week		
7	The Minimal State	🎥 🎤	
8	Benefitting the Worst-Off	🎥 💬	
9	Choices and Luck	🎥	

| 10 | Resources, Welfare and Capabilities | | | |
| 11 | Essay Writing | | | |

ICON KEY

Panopto	**Video**	**Learning Materials**	**Podcast**	**Quiz**	**Discussion**

Appendix 2: Event Capture Audience/Guest Speaker (External) Consent Form and Licence

The Event Capture Audience/Guest Speaker (External) Consent Form and Licence can be found at:

https://canvas.bham.ac.uk/courses/18053/pages/unit-3-legal-conditions/