

University of Liverpool

Policy on Lecture Capture

1. Introduction

- 1.1. This document sets out the University's policy for recording lectures and making the recordings available to students in support of their learning.

2. Definitions

- 2.1. A lecture is defined here as a teaching session, or part of a teaching session, delivered within the curriculum, in which the lecturer makes a presentation to a group of students on an aspect of the syllabus. Seminars, tutorials and other small-group, interactive teaching sessions, e.g., laboratory classes and musical instrument tuition, are excluded.
- 2.2. Lecture capture is defined, as a minimum, as an audio recording of the lecturer's voice delivering the lecture. The audio recording may optionally be supplemented by:
 - screen capture, defined as voice over PowerPoint slides, visualizer, or other material presented visually alongside the oral delivery (recommended where possible);
 - a video recording of the lecturer during the lecture.

3. Policy intent

- 3.1. As part of the University's commitment to engaging students in their learning, the intent of the policy on lecture capture is to enhance student learning from lecture attendance by providing an opportunity to review a lecture afterwards via a recording.
- 3.2. 2 Lecture capture is intended to supplement, rather than replace, student attendance at lectures. (Except where a student may be unable to attend due to a disability and where lecture capture has been identified as part of their reasonable adjustment plan in which case an opportunity to record the lecture should still be provided).

Lecture capture will therefore not be used to replace multiple teaching of large cohorts, or as a substitute for the non-availability of face-to-face lectures due to, e.g., industrial action. And the unavailability of a lecture recording, e.g., due to system failure, will not be acceptable grounds for a student complaint.

- 3.3. Subject to the provisions of section 6, all lectures will be captured and the recording made available to the students who were due to attend.
- 3.4. Captured lectures will be made available to students by online streaming, but not by download and offline viewing/listening. It must be made clear to students where/how they can access captured lectures.

- 3.5. In providing an opportunity for students to review a lecture, lecture capture reduces the impact of barriers commonly experienced by students with disabilities, or those for whom English is a second language, within the lecture environment. Indeed, recording the lecture has been a common recommended anticipatory reasonable adjustment to support disabled students. However, ensuring that an appropriate support plan is put in place for an individual student with a disability is outside the scope of this policy. The University's policy and procedures regarding reasonable adjustments is available at: <https://www.liverpool.ac.uk/media/livacuk/student-support/disability/Disability,Policy,UPDATED,June,2016,APPROVED,Sept,2016.pdf>.
- 3.6. Senate will ensure that the impact of lecture capture on student learning and the student experience, including the granting of exemptions, is monitored and evaluated, e.g., through programme action planning.
- 3.7. Recorded lectures will not be used to monitor the performance of lecturers. However, lecturers are encouraged to review their recorded lectures with a view to enhancing their teaching practice.
- 3.8. Out of scope of this policy are:
- the making of audio—visual recordings for use by students as part of a blended-learning pedagogy;
 - sessions which are co- or extra-curricular, as opposed to part of the credit-bearing curriculum (although lecturers are encouraged to provide appropriate support materials here too);
 - provision for students on on-line, distance-learning programmes for whom face-to-face lecture attendance is not offered.

4. Copyright

- 4.1. The University is bound by UK copyright law as it affects copyrighted material – both online and in print – used in an educational context. Advice on copyright is available from the Library (<http://libguides.liv.ac.uk/copyright>).
- 4.2. If a lecture includes materials which have been created in the course of employment at the University of Liverpool, or copyright has been assigned to the University of Liverpool, then these materials may be used in a lecture without risk of copyright infringement.
- 4.3. Lecturers retain copyright in lecture recordings made under this policy but grant the University an exclusive royalty-free licence to use them in line with this policy.

5. Consent

- 5.1. Subject to the provisions of section 6, the University captures lectures and makes the recordings available in accordance with this policy and in the performance of its public task (providing education services). Students will be made aware that this is the case by the use of a Recording Notice explaining why the University records lectures and setting out students' rights and obligations (see Appendix). The Recording Notice will be displayed in relevant teaching spaces,

and its content will be communicated to all students during induction, and included in module sites on the virtual learning environment.

- 5.2. Where a lecture is delivered by someone other than a University employee, the module leader is responsible for bringing this policy to the attention of the lecturer in good time and for encouraging them to consent to their lecture being captured. Where consent is given, the lecturer retains their rights in the recording made, but grants the University, under non-exclusive licence, the right to use the recording in line with this policy.
- 5.3. No recordings of sensitive personal data will be permitted without the written consent of the individual(s) to whom the data relate. 'Sensitive personal data' is defined under Article 9 of the General Data Protection Regulation 2016/679 to include generally any personal data concerning racial or ethnic origin, political opinion, religious belief or other belief of a similar nature, trade union membership, physical or mental health or condition, sexual life, or information relating to criminal offences.
- 5.4. Lecture recordings will raise data-protection issues if they include the "processing" of personal data where individuals can be identified. Where the lecturer has concerns about a potential risk to data protection, they should contact the Legal and Compliance Department (http://www.liv.ac.uk/legal/data_protection/policy/) for advice.
- 5.5. Irrespective of consent for recording, the University can remove materials if there is a risk to data protection from any recording.
- 5.6. If anyone becomes aware that defamatory or inaccurate material is included in a recording, or of any other reason why it would be expedient for the University to recall/edit a recording, they must contact CSD immediately (<http://www.liv.ac.uk/csd/getting-help/>) and indicate the nature of the problem. CSD will take down the recording as soon as possible and refer it to the lecturer. If appropriate the lecturer will edit the recording and, subject to the approval of the Dean, make it available to students once again.
- 5.7. Lecturers should not use data or results in captured lectures that are subject to a duty of confidentiality since to do so would constitute a public disclosure and could prejudice a future patent application or constitute a breach of an obligation of confidentiality and result in civil liability.
- 5.8. Security measures should be commensurate with the sensitivity of data involved. For more guidance see the University's Information Security Policy (<https://www.liverpool.ac.uk/media/livacuk/computingservices/regulations/informationsecuritypolicy.pdf>).

6. Opt out

- 6.1. The University recognises that, on occasion, there may be legitimate reasons why a lecture should not be captured. For example:
 - Not all teaching approaches are suitable to be captured, and a change to teaching approach to facilitate lecture capture may be detrimental to student learning;
 - Not all teaching spaces are fitted with lecture-capture facilities;
 - The material covered in a lecture may make lecture capture inappropriate (see section 5).

6.2. The lecturer will therefore be provided with an opportunity to request an exemption from the application of this policy for a specific lecture, and to indicate what alternative learning support materials they intend to make available to students, e.g., purpose-specific audio or video recordings such as screencasts.

6.3. Exemptions from this policy will be managed within schools/institutes. A process will be provided for requests to be submitted and considered. Requests will be considered by, or under the delegated authority of, the Dean of School/Institute. A school/institute-wide system will record the (nature of the) requests submitted, the outcome, and the grounds for the outcome. Schools/institutes will also undertake an annual review of the exemptions requested and granted, and involve students in this.

6.4. Where a request for a lecture to be exempted from the application of this policy has been granted, students will be informed prior to the start of the session, and preferably via the VLE prior to the start of teaching in that semester, and provided with the rationale for the decision and an indication of the alternative learning support materials that will be provided.

7. Restrictions

7.1. Notwithstanding the provision of section 7.3:

- if a lecture is being captured, then students are not encouraged to make their own audio or video recording;
- irrespective of whether a lecture is being captured or not, if a student wishes to make their own recording, they should ask the lecturer for permission;
- where students make their own recordings, the recordings shall be for personal use only and not shared or made available for sharing via electronic platforms.

7.2. The making or sharing of recordings in contravention of section 7.1 will be considered as a potential breach of the Code of Student Conduct and Discipline.

7.3. If an individual student's support plan provides for the making of individual audio or video recordings, then they do not need to ask the lecturer for permission to do so. However, the restriction on sharing such recordings still applies.

8. Editing

8.1. Recordings will normally be made available to students automatically within twenty-four hours (during the regular working week). However, the lecturer may edit the recording, for example if sensitive material has been inadvertently captured. See section 5.6. Under such circumstances the lecturer will manually make the edited recording available to students within forty-eight hours of the lecture taking place.

9. Take down

9.1. Lecture 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 deleted.

10. Implementation

10.1. The University will provide an institutional platform for lecture capture, including the editing and streaming of recordings made, as well as training for relevant staff, and will monitor its effectiveness in supporting student learning and the student experience.

10.2. The current institutional platform for lecture capture and streaming is Stream Capture. Stream Capture links to the University's streaming server (<https://stream.liv.ac.uk/>), to the University's timetabling system (<https://www.liverpool.ac.uk/intranet/timetabling/>) and to the virtual learning environment VITAL (<https://vital.liv.ac.uk/>). Stream Capture is available in many teaching spaces; a list can be found at: <http://www.liv.ac.uk/csd/stream-capture/availability/>.

10.3. Guidance on using Stream Capture is available from <https://www.liv.ac.uk/csd/stream-capture/> and <https://stream.liv.ac.uk/help>. A set of FAQs relating to stream capture is available at <https://staff.liverpool.ac.uk/education-and-student-experience/current-projects/lecture-capture-policy/>. All staff are enrolled on the 'VITAL help for staff' module, and this provides general resources for stream capture and screencasting.

10.4. A facility to request an exemption from the requirement to capture a lecture is available within TULIP under Teaching.

10.5. Platforms provided for editing lecture recordings are Movie Maker 2012 or OpenShot, available via Install University Apps.

RECORDING NOTICE

The activities in this space may be recorded by the University and others acting with the University's consent. Recording is to be conducted in accordance with the University's Policy on Lecture Capture (see [ADD URL](#)) and in performance of the University's public task (providing education services). Please read the Policy for further background information relating to your rights.

If you have any concerns relating to the recording, please contact CSD [<http://www.liv.ac.uk/csd/getting-help/>].

You may not record the above activity yourself without obtaining the consent of the lecturer.