# FAQ for staff about the student guidelines for recording teaching

This set of frequently asked questions accompanies the 'Guidelines for students on recording teaching', and is aimed at providing staff with advice and guidance about those guidelines.

## What can students record?

Students can record the audio and photograph visual aids (e.g. slides, whiteboards, flipcharts) during timetabled teaching sessions on University premises. This includes the audio of both staff and other students. The default position of the university as stated in the guidelines is that students can record unless staff object that all or part of the session should not be recorded. Students should also not record student contributions where that student says that they do not wish them to be recorded.

## Do the guidelines cover students with learning contracts?

No, students may have learning contracts that specify that they have a need to record sessions to support their disability, and that learning contract supersedes these guidelines. However it is worth noting that these guidelines were developed to help support inclusive practices. Currently students recording due to learning contract can be identified easily by other students, and are having to disclose their disability to their peers when they make a recording. We also know that about 30% of students who declare a disability do not apply for a learning contract to support that disability. Allowing recording for all students helps support students with learning contracts as well as enhancing the learning experience for those without them.

## How should the recordings be made?

The recordings should be made by the student in an unobtrusive manner, such as not blocking the view of other students or disrupting the class to make the recording. However the recording device should be visible to others in the room in case they wish to raise an objection to their personal contribution being recorded.

## I'm concerned that recording may inhibit discussion during some of the teaching activities I deliver, how can I make sure students don't record?

If you have concerns about some or all of a teaching session being recorded, for whatever reason, you can ask students not to record during the time that you are concerned about. For instance if you have concerns about all of your seminars being recorded then please make students aware of that at the beginning of the year and ask them not to record during any seminar. For instance, we recommend putting a message in the module handbook on the Blackboard site and sending an email to students about it. It is recommended that you explain to students what your concern about recording is so it is clear to them. Note that where students have a learning contract you should consider allowing them to record to ensure that their support needs are not compromised.

## I teach a sensitive topic and I am worried about my lecture being recorded by students and what I say being taken out of context. Can I provide a recording to students instead of them making a recording?

Yes, it is within your rights to instruct that students do not make a personal recording as noted above. Note that where students have a learning contract you should consider allowing them to record so that they are not disadvantaged. If you wish to provide a recording of content that you deliver to the whole class then you may do so. The University will be developing further guidelines for staff about recording their teaching during this academic year.

## What if I am in the middle of teaching and a session becomes sensitive unexpectedly?

If you have concerns about the effects of recording that arise during a teaching session, you should then ask students to stop recording and explain why.

## I'm concerned some students won't feel empowered to object to their contributions being recorded. How can I handle this situation?

We recommend explaining to students at the start of the module via the module handbook/Blackboard site that some students may be recording sessions, and if they have concerns about being recorded to please contact you. Where students have valid concerns then you can ask all students not to record, though this does not apply to students with learning contracts.

## How can the recordings students make be used?

Such recordings are for personal study purposes only and should not be used for any other purpose by students.

## Can the students share a recording they made with classmates?

No. Under these guidelines, students are not permitted to share recordings either they make or those provided to them by academics (unless otherwise specified by the academic) with anyone, including other classmates. This would be considered a breach of the Student Code of Conduct, and could lead to further action under the Disciplinary Regulations.

## Can a student post the recording online, such as on YouTube or Facebook?

No, students are not permitted to share recordings they make or those given to them by you with anyone, including online. This would be considered a breach of the Student Code of Conduct, and could lead to further action under the Disciplinary Regulations

## Can I ask a student to share their personal recording with the class, such as posting it on the Blackboard site to benefit all students?

As mentioned previously, students are not permitted to share personal recordings they make with anyone, including posting it to the Blackboard site. During this academic year the University will be considering the recording of teaching activities by teaching staff, which might include teaching staff asking students to record activities for the purposes of sharing. This is not covered by the student recording guidelines and would instead be covered by the staff guidelines around recording teaching as there are similar issues around consent that would need to be resolved.

## I am interested in making recordings of my classes and providing them to students. Are there guidelines/support available for me?

We are in the process of piloting these approaches and developing the guidelines. We expect to have something ready for staff for the start of the 2018/19 academic year.

## What about copyright, performance rights, data protection, and other rights from the class where the student made the recording?

When a recording is made for personal use only and not shared then these rights do not apply. It is for this reason that students are not permitted to share the recording as specified earlier.

## Do the guidelines apply to collaboratively taught provision?

Laws around recording differ between countries, and staff requirements may be different in each institution, therefore these guidelines only apply for provision delivered on Sheffield Hallam's campuses.