

<b>Section:</b>	II.3.44	
<b>Title:</b>	Class Recording by Students	
<b>Effective Date:</b>	March 3, 2023	
<b>Approved By:</b>	Provost	
<b>Responsible Unit:</b>	Academic Affairs (609)771-3080; academic@tcnj.edu	
<b>Related Documents:</b>	<ul style="list-style-type: none"> <li>· <a href="#">Academic Integrity</a></li> <li>· <a href="#">Absence and Attendance</a></li> <li>· <a href="#">Syllabus</a></li> <li>· <a href="#">ARC Waiver for Classroom Recording</a></li> <li>· <a href="#">Remote Classroom Camera/Microphone Use and Recording</a></li> </ul>	
<b>History:</b>		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	March 3, 2023	Revised
1.0	November 4, 2014	New Policy; Initial Release

## I. INTRODUCTION

This policy concerns student recording of academic classes. It explains when a student may record a class session and how a student may use this recorded information. For instances in which an instructor records their own class session, please refer to the Remote Classroom Camera/Microphone Use and Recording Policy.

## II. DEFINITIONS

A. "Class Recording" is a video and/or audio replication or photographic image of a class (including lectures and discussions) captured on a recording device that captures and stores images and/or sound including, but not limited to, audio recorders, video recorders, cellular phones, digital cameras, MP3 players, computers and handheld devices and stored on such device or other storage device or media.

B. “Recorder” is the individual making the Class Recording.

C. “Authorized Student” is the student for whom the Class Recording is made and who has permission to view the Class Recording . The Authorized Student may, but need not, be the Recorder. See section III.b and III.e for how students can become designated Authorized Students.

### **III. POLICY**

Scope: This policy governs Class Recordings by students, however accomplished, in all cases.

Student Recording: Students may not create Class Recordings by any means without the prior express authorization of the faculty member teaching the class (“Instructor”). The Accessibility Resource Center (pursuant to Section III.b below), or the Hearing Officer (pursuant to Section III.e below) can designate students as Authorized Students.

- a. Instructors are encouraged to emphasize the restriction on Class Recordings and/or educate students about this policy by referencing the restriction and/or policy in their course syllabus.
  
- b. The Accessibility Resource Center may permit a Class Recording as a reasonable accommodation for an Authorized Student. The Authorized Student shall provide the Instructor with documentation from the Accessibility Resource Center to that effect, and the Instructor must either comply with that accommodation, or consult with the student and the Accessibility Resource Center to determine reasonable alternative accommodations. There may be instances in which Instructors wish to not have their class session(s) recorded, the course content and related discussions would not be appropriate to record, and/or recording a class session would impede classroom activities. In these cases, the Accessibility Resource Center can suggest alternative accommodations (e.g., a peer note-taker) that would adequately accommodate the Authorized Student’s needs. When an Instructor permits an Authorized Student to record the class, the Instructor may request that the Authorized Student sign the Accessibility Resource Center Waiver for Class Recording to formalize the Authorized Student’s responsibilities in relation to the recording.

- c. If an Authorized Student has an accommodation for, or requests, a Class Recording, instructors are strongly encouraged to make a recording themselves using the classroom technology, and make it accessible to the student(s), for example through Canvas or library media reserves. In these cases, the instructor and students should refer to the Remote Camera/Microphone Use and Recording Policy.
- d. Alternatively, an Authorized Student may need to, or prefer to, make a Class Recording themselves, or have a Recorder make a Class Recording. In these cases, any recording made for an Authorized Student must be destroyed after the posting of the student's final grade.
- e. Instructors should inform all of the students that a class is being recorded. If at some point in a class discussion, the Instructor (perhaps, but not necessarily, in response to a student complaint or request) determines that the material is sufficiently sensitive or personal to warrant the suspension of recording, the Instructor may request that the recording be temporarily suspended. The Recorder must comply with any such request. Students who have concerns about being recorded or about having the Recording accessed by an Authorized Student in the class may contact their Instructor, who should endeavor to address those concerns.
- f. Due to the potentially time-sensitive nature of the request, if the Instructor denies a student request to record, the student may appeal this decision to the dean of the school (the "Hearing Officer"), who shall after a prompt investigation issue a final determination on the matter.

Restrictions on the use and distribution of Class Recordings: Except to the extent that the Instructor expressly permits other uses, the use of Class Recordings is solely authorized for the purposes of individual study of the Authorized Student and shall not be otherwise shared, copied, distributed or displayed, including without limitation via the Internet. The grant of permission to record shall create no intellectual property rights in the Class Recording, nor convey any such intellectual property rights to the Authorized Student or the Recorder, except for the Authorized Student's limited license to use the Class Recording in accordance with this Policy. In requesting such permission, the Recorder and Authorized student shall expressly agree to be bound by the restrictions set forth in this policy.

Awareness of the recording: All students should be made aware that there may be a recording in progress in any class they attend. If students are uncertain about the possible recording of a class and need clarification, they should consult the Instructor. Instructors may choose to remind students that a recording of the class may take place.

Violations of this policy by students may result in disciplinary action under the College's Academic Integrity Policy.