

Section:	II.3.67	
Title:	Remote Classroom Camera/Microphone Use and Recording - Interim	
Effective Date:	August 19, 2020	
Approved By:	Provost	
Responsible Unit:	Academic Affairs (academic@tcnj.edu ; (609) 771-3080)	
Related Documents:	<ul style="list-style-type: none"> • Class Recording Policy 	
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
1.0	August 19, 2020	New policy; initial release

I. INTRODUCTION

Remote Classrooms can be used to facilitate a virtual classroom learning experience. Hosts can record classes that take place in the Remote Classroom and then provide access asynchronously. The making and dissemination of those recordings requires consideration of privacy issues and compliance with applicable law, policy, and contract provisions. This policy deals with Recordings made by Hosts. The Class Recording Policy covers the recording of class sessions by students.

II. DEFINITIONS

- A. "Remote Classroom" is a forum by which remote meetings are held through third-party audiovisual communication and conferencing services (i.e., Zoom, Google Meet, etc.). Participants may communicate in real-time using voice (microphone and speakers), video/webcam, and text/chat features.
- B. "Sessions" are classes held in a Remote Classroom.
- C. "Host" is the user (i.e., the instructor or designee of the instructor) who schedules and conducts a Session.
- D. "Recording" refers to an audiovisual record of a Session made by a Host.

III. POLICY

A. Student Engagement and Participation

Student engagement and participation are important elements of College courses. Students may be expected to participate in a remote Session as they would in an in-person class, and that could entail the student's use of a webcam and microphone.

B. Use of Cameras/Microphones and Recordings - Privacy, Accessibility and Other Concerns

1. The College will not prohibit faculty members from requiring students to use microphones or cameras for synchronous Sessions, group meetings, etc.; nor will the College require all students to use microphones and cameras. Rather, faculty members are afforded the flexibility to determine the best approach for their courses and pedagogy. However, faculty members and departments should be equity-minded in their approach to requiring the use of cameras and microphones (e.g., allowing students to use background images and headsets; providing reasonable accommodations in conjunction with the Accessibility Resource Center [ARC], etc.).
2. Faculty members and academic departments are encouraged to adopt the principles of [Universal Design](#) to deter academic integrity problems.
3. Recordings should only be made and used in compliance with the requirements of the Family Educational Rights and Privacy Act Policy and this Remote Classroom Recording Policy.
4. Students who have concerns about being recorded or about having the Recording accessed by other students in the class, may contact their instructor, who should endeavor to address those concerns.
5. Students with technology needs may contact the Dean of Students Office.
6. Students with differing abilities may request an accommodation through the Accessibility Resource Center (ARC).
7. Students with other extenuating circumstances may contact the Dean of Students.
8. Students who feel that their privacy, technology, accessibility, or other extenuating circumstances concerns have not been adequately addressed, may appeal to the applicable school dean, who will make a final determination in consultation with the Privacy Officer, Accessibility Resource Center, and/or Division of Institutional Equity and Inclusion, as appropriate.

C. Syllabus Statement for Recording Remote Classroom Sessions

If a faculty member plans to record students in any Sessions on a Remote Classroom the following disclosure must be included on the syllabus:

“In accordance with the Remote Classroom Camera/Microphone Use and Recording Policy our class sessions may be audiovisually recorded (both for

students in the class to refer back to and for enrolled students who are unable to attend live). Recordings of your audiovisual participation in the class session are considered “directory information” under the College’s Family Educational Rights and Privacy Act Policy.

Access to the recordings will be password-protected and available to students in the class through Canvas. In general, a recording will not be maintained beyond the end of the following semester (allowing students who earned a grade of incomplete to finish the course) and thereafter will be deleted unless a compelling need exists for retaining it. If you have concerns about being recorded or having the recording accessed by other students in the class, please contact your instructor or the Accessibility Resource Center, who can endeavor to address those concerns and ensure that the requirements of the Family Educational Rights and Privacy Act and TCNJ Family Educational Rights and Privacy Act Policy and Remote Classroom Camera/Microphone Use and Recording Policy are met.”

D. Securing Recording

1. The Host must password-protect the Recording.
2. The Host is responsible for creating and maintaining passwords for the Recordings.
3. The Host should post the password-protected link to the Recording only within Canvas and should not otherwise make available for download or distribute a digital copy of the Recording.
4. Recordings should only be maintained until the end of the following semester (allowing students who earned a grade of incomplete to finish the course) and thereafter deleted unless a compelling need exists for retaining it.