

Section:	II.3.67	
Title:	Remote Classroom Camera/Microphone Use and Recording	
Effective Date:	June 8, 2022	
Approved By:	Provost	
Responsible Unit:	Academic Affairs - academic@tcnj.edu ; (609) 771-3080	
Related Documents:	<ul style="list-style-type: none"> • Class Recording Policy • Syllabus policy • Online Proctoring of Exams policy • Best Practices for Camera/Microphone Use and Class Recording • Use of Copyrighted Materials policy (interim) • Retention of Student Work policy • Electronic Records Privacy and Access policy • Information Security policy • Student Conduct Code • Sexual Harassment, Misconduct, & Discrimination Policy- Interim 	
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	June 8, 2022	Revised
1.0	August 19, 2020	New policy; initial release

I. INTRODUCTION

Remote Classrooms can be used to facilitate virtual learning experiences. In some cases, instructors may determine that students should use cameras and/or microphones to communicate within their Remote Classrooms. Instructors can also record classes that take place in the Remote Classroom and then provide access to these recordings asynchronously. The use of cameras/microphones and the dissemination of class recordings requires both consideration of privacy issues and compliance with applicable law, policy, and contract provisions. This policy deals with camera and/or microphone use, as well as virtual classroom recordings made by instructors. The Class Recording policy listed above deals with the recording of classes by students. But this policy does not cover the use of cameras, microphones, and recordings during other types of Remote meetings between faculty and/or staff

and students, including those that may occur either before or after a regularly scheduled remote class time, such as office hours.

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. The College strongly urges instructors to use Zoom for their Remote Classrooms because it is the only platform currently integrated with TCNJ Course Management Systems and enables Class Meeting Sessions to meet for an indefinite period of time.
- 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 Class Session.
- D. “Recording” refers to an audiovisual record of a Session made. Such recordings may also include written elements, such as captioning and chats.

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 Class Session as they would in an in-person class, and that could entail the student’s use of a webcam and microphone.
 - B. Student Conduct
Students are reminded to follow the Student Conduct Code and Title IX, including when in virtual classrooms.
 - C. Use of Cameras/Microphones
The College affords instructors with the flexibility to determine the best approach for their courses and pedagogy. It is therefore the instructor’s discretion whether to require camera/microphone use in their virtual classrooms. The College urges instructors to be flexible, sensitive, and equity-minded in their approach to requiring the use of cameras and microphones. See [Best Practices for Camera/Microphone Use and Class Recording](#).
1. The College will not prohibit instructors from requiring students to use microphones or cameras for synchronous Class Sessions, group meetings, etc. including for purposes of grading student performance/work/tests and

- meeting accreditation requirements. Nor will the College require all students to use microphones and cameras during Class Meeting Sessions. Rather, instructors are afforded the flexibility to determine the best approach for their courses and pedagogy. Students, in turn, will be expected to follow their course guidelines unless they have permission to deviate from them.
2. Instructors 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.).
- D. Use of Cameras/Microphones-Privacy, Accessibility, and Other Concerns
1. Students who have concerns about meeting the expectations for camera/microphone use or have technical issues should talk with their instructors.
 2. Students with technology needs may contact the College's Information Technology (IT) area.
 3. Students with differing abilities may request an accommodation through the Accessibility Resource Center (ARC).
 4. Students with other extenuating circumstances should first discuss concerns with their professor and, if satisfactory resolution is not achieved, contact the School Dean as below (#5).
 5. 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 Dean of Students, as appropriate.
- E. Use of Recordings-Privacy, Accessibility and Other Concerns
- It is the instructor's discretion whether to record their virtual Class Sessions. Instructors should review the [Best Practices for Camera/Microphone Use and Class Recording](#) document.
1. 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.
 2. 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.
 3. Both instructors and Students are prohibited from copying and/or publicly disseminating any Remote Classroom Recordings (including any additional elements, such as transcripts and chants). According to the "Electronic Records Privacy and Access" policy, "Failure to follow proper policies and procedures regarding Permitted access to Electronic Records may result in disciplinary action. Students, faculty, or staff who believe that this policy has been violated should report such violations to the Privacy Officer." Students would also potentially be in violation of the Academic Integrity policy or Student Conduct policy, depending on the nature of the violation.

4. Instructors have the right to use classroom work (including Recorded work, such as presentations) for pedagogical and administrative purposes, within the guidelines of the “Electronic Records Privacy and Access” policy. However, students must be informed that they are being recorded and have the option to turn off their cameras.
5. Students have the right to deny instructors and the College from public posting or distribution of Recordings without written consent. Students who wish their image or name to be excluded from course recordings for public distribution must notify the instructor prior to class and the start of the recording. Students are responsible for taking measures to protect their information such as using an account that does not show their name and following privacy practices such as turning off their cameras during recording (See also Retention of Student Work policy).

F. Securing Recording

1. Hosts must secure and store any Recordings on a campus-sanctioned platform.
2. Hosts must password-protect Recordings.
3. Hosts must create and maintain passwords for Recordings.
4. Hosts can only use campus-sanctioned portals, data environments, or platforms (e.g. Canvas) to post password-protected links to Recordings.
5. Host should not otherwise make available for download or distribute a digital copy of the Recording unless a compelling need for future use exists. (Find further information in Use of Copyrighted Materials policy).
6. Hosts must secure all elements of the Recording, such as closed captioning transcripts and chat transcripts.
7. Hosts must remove student access to Recordings by the end of the following semester.
8. Instructors must preserve any classroom Recordings that students who earned a grade of incomplete will need in order to finish the course, in compliance with the policy for Retention of Student Work. Barring any other compelling reason—such as a legal or disciplinary action—instructors should either delete or allow Canvas to expunge any recordings.
9. The College urges instructors to use College supported software that is currently integrated with classroom management software. Zoom is the most popular Remote Classroom platform and is integrated with Canvas. Instructors who use other Remote Classroom platforms (such as Google Meet) are responsible for managing their Recordings so they conform with the above policies, including deleting such Recordings within 210 days.

G. Guest Speakers

1. When inviting guest speakers (paid or unpaid) into the classroom, instructors must:

- Disclose any plans to record the class session and plans for future use.
- Obtain a photo release form from any guests in the classroom, along with any other requisite forms.
- Students may opt to have their camera off for recorded sessions.

H. Syllabus Statement for Recording Remote Classroom Sessions

If an instructor plans to record students in any Class 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 campus supported software platforms. 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.

Note that separate recordings for accreditation and/or grading purposes do not fall under this policy so talk to your professor about practices and expectations for these circumstances.”