

## Covid-19: Recording Learning Activities Policy

		<b>This policy is effective from</b>	<u>01 October 2020</u>
<b>Approval body</b>	<u>Academic Council</u>	<b>Approval date</b>	<u>01 October 2020</u>
<b>Owner</b>	<u>Head of Academic Affairs</u>	<b>Next review date</b>	<u>23 November 2020</u>

### 1. Introduction

As COVID-19 control measures will have a major impact on the ways in which we occupy the campus in the 2020-21 Academic Year, we are making significant adjustments to our teaching to ensure that the core elements of learning at NCAD are maintained and that we maximise the potential of learning for students when they are both on and off the campus.

### 2. Aim

In line with our Academic Framework for 2020-21, this policy starts from the pedagogical principles and ambitions articulated in our Strategic Plan, and aims to support students and staff in the provision and appropriate use of technologies to record learning activities that take place on campus or online. These include video, photographic and audio recording technologies.

### 3. Essential Purpose

The essential purpose of this policy is to allow students undertaking programmes of study at NCAD to access learning remotely in cases where students are unable to be on campus due to Covid-19 measures and considerations or other exceptional circumstances. It also applies to learning activities which are recorded as part of a blended-learning curriculum during the period of Covid-19 response.

The policy intends the College learning environment to remain a place that supports intellectual freedom and the exposition and discussion of potentially controversial ideas between lecturers and students. It is not the purpose of this policy to create a mechanism by which teaching practices and content are monitored.

### 4. Recording of Learning Activities

NCAD acknowledges that not all teaching and learning circumstances are suitable or appropriate for recording.

The decision to record a learning activity is at the discretion of the lecturer but must accord with guidance given under NCAD's Academic Framework. A learning activity that involves the delivery of structured information should be recorded (such as a lecture, demonstration and some kinds of seminar). More openly discursive and exploratory learning events and discussion may be recorded, but in determining what is recorded, consideration should be made of the time involved in retrospective viewing and learning using recorded materials; the clarity of the content; and the interests of all participants in their actions being recorded. When in doubt, the lecturer should consult the Head of Department and/or Head of School.

<i>Doc version</i>	<i>Approval date</i>	<i>Modified by</i>	<i>Summary of modifications</i>
V1	01 October 2020	N/A	N/A

NCAD advises that learning activities are not recorded when what is considered personal data under GDPR is being discussed, without prior consent of participants in the learning activity being given for the recording in this specific circumstance.

Students will not be able to prevent a recording from taking place, but lecturers are required to inform students that a recording is taking place before it commences. Where an individual student requests that they are not recorded, the recording function should be paused for the duration of that person's contribution to a class.

## 5. Use of Recordings

NCAD will provide recordings of learning activities being delivered on campus and online, where possible and appropriate, to students registered on the modules to which the activities relate. The means by which these recordings are shared should not be open to the public (for instance via Google Classroom which offers password-only access). By default, it will also provide access to recordings to staff and programme leaders associated with the module. No further access to others may be given without the consent of the lecturers leading the learning activities.

Students are not permitted to record online learning activities provided by NCAD by their own means without the explicit consent of the lecturer. In granting consent, lecturers are required to apply the terms of this policy and understand the specific learning needs of the student concerned. For instance, permission may be granted for a student to record an online tutorial. Where lecturers are uncertain about whether or not this policy applies to such a request, they should seek advice from the Head of Department or Head of School.

A student may only use the recording for the purposes of their own personal study. The student must destroy any copy of the recording they hold once this purpose has been met. This will be on completion of the final assessment to which the recording relates or when the student ceases or suspends registration with the College, whichever is sooner.

The use of recorded learning activities will not replace contact teaching, although recordings may be used with the consent of the lecturers who are the authors of this recording in exceptional circumstances as an alternative to organising a replacement class.

Recordings do not constitute a replacement for student attendance at, and participation in learning activities unless the College has specified this as a reasonable adjustment for the particular student.

Recordings of learning activities will only be made available via Google Classroom to students registered on the corresponding modules and for the purposes of teaching and learning for the modules.

Recordings of learning activities will not be used for performance management purposes.

Recordings of learning activities cannot be used to replace a taught class which is subject to industrial action without the consent of the lecturers who are responsible for the delivery of that class.

The College will take the unauthorised sharing of recordings of learning activities by students or staff very seriously. It shall be a disciplinary offence to use, modify or distribute recordings without permission, including but not limited to: copying the recording, issuing copies of it to the

public, lending copies of it to the public, playing it in public, or broadcasting it. An employee or student using, modifying or distributing a recording without permission may be investigated under the Staff Disciplinary Policy or Student Code.

## **6. Third Party Copyright**

Staff and students presenting material in a recording must ensure that they do not infringe third-party copyright.

The use of third party materials may fall within the 'fair dealing' exception if used for the sole purpose of illustration or instruction.

The use of third-party material in online delivery should include the copyright symbol © in a copyright notice and where possible, it should also be accompanied by an indication of the source of the work, including the author's name.

## **7. Retention and Destruction of Recordings**

All recordings of learning activities relating to given modules, whether delivered on campus or online, will remain available through the relevant Google Classroom until completion of the final assessment of the modules to which the recordings relate or the end of the academic year, whichever is sooner. At that point, staff will have the right to destroy any recordings of learning activities they have produced.

## **8. Policy Review**

As a new space of engagement for NCAD, it is particularly important that we monitor and review this policy in the year ahead. A first review point will occur in Week 7 of the autumn trimester. To this end, we will seek feedback from staff and students in-year to inform future use of recording technologies and the enhancement of this policy.

This policy does not overwrite or replace existing policy frameworks in place at NCAD (including those pertaining to GDPR). As such, the College retains its right to act in accordance with these frameworks. Programme specifications, module descriptors and project briefs remain authoritative documents in relation to student learning on any programme.