

Austin Peay State University

APSU Student Privacy Guidelines for Recordings of Class Sessions Conducted Using Video Conferencing

revised November 19, 2020

The following guidelines support APSU's efforts to strengthen student privacy, data privacy, and adhere to APSU's guidelines for Video Conferencing (i.e. Zoom, Microsoft Teams, etc.) recordings of Class Sessions.

- If the desktop video conference class session is being recorded:
 - students should be provided with a syllabus statement about the recording of classes and the potential use of the recordings in the educational setting.
 - the faculty member should inform the students, prior to starting the recording, that the class session is being recorded. The recording should only be shared with the students enrolled in the same class section (or combined course shells in D2L).
- Photos or screen shots of class sessions and gallery images may not be published on a public website or social media without written permission of the students.
- If a student is a minor, then the University, by law, must obtain consent from the minor's parent or guardian, granting permission for the student's image or voice to be recorded.
- Recordings should not be shared with anyone outside the official class roster (or combined course shells in D2L).

Syllabus statement

If class sessions will be recorded, include language like the following in the class syllabus (or in syllabus supplement) about the purpose of class recordings and the protection of student information:

"Some or all of the class sessions may be audio/visually recorded. The video and/or audio recordings may be used for educational purposes and may be made available to all students currently enrolled in the course and to university officials with a legitimate educational interest in reviewing the recording. The recording is made for educational purposes to provide a resource to students during the remainder of the course.

Students should not make their own recording of the class session or distribute a copy of the instructor's recording of the class session unless appropriate approval has been received prior to making the recording. Distributed recordings are not a transfer of any copyrights in the recording. Public distribution of such materials by students may constitute copyright infringement in violation of federal or state law, or University policy. Further, the University prohibits the recording or transmission of classroom lectures and discussions by students unless written permission from the instructor has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur. Violators may be subject to disciplinary action pursuant to the Student Code of Conduct."