

## COLLEGE POLICY

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Policy No. & Title: **A-113 Audio and/or Video Recording of Lectures**  
Policy Sponsor: Vice-President, Academic  
Reference Cmtee: Policy & Procedure Committee  
Effective: 2023-07-01  
Next Review: 2026-07-31

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### **Purpose**

Technology, in all its facets, including audio and video recording devices is now an essential component of the teaching and learning process globally. When used appropriately, these devices can assist students and faculty alike as they relate to the collection, analysis and application of knowledge, thereby enhancing the learning environment. Notwithstanding, the College is also aware that students and faculty have a right to privacy in the learning environment.

Within this context, this policy seeks to control and regulate the recording (audio and/or video) of lectures and prioritizes learning.

### **Scope**

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

### **Definitions**

Recording: refers to an audio or video duplication captured on any technological device (including, but not limited to, cell phones, smartphones, audio recorders, video recorders, digital cameras, computers, media players, portable MP3/MP4, iPods, CD or DVD players, iPads, or other such technologies).

Downloading: refers to the process of receiving and/or saving data.

Uploading: refers to the process of transferring data to another system.

Lectures: refers to the learning environment (on-line or in person).

## **POLICY**

- 1) The College is committed to ensuring the learning environment is most conducive to student learning, and as such, students shall not make any recording of a classroom lecture (online or in-person) without having secured the prior written permission of the faculty/instructor/facilitator.
- 2) Students who have secured permission from the faculty/instructor/facilitator to record a lecture:
  - a) Must be done for the sole purpose of private study, and therefore must not be used in any way for any commercial purposes or compensation.
  - b) In a manner which ensures the privacy of other students in the learning environment.
  - c) In a manner that respects copyright holders by upholding Canadian copyright law and in accordance with Policy A-130 Copyright.
  - d) Must not be shared, reproduced, or uploaded to any publicly accessible web environment or used for any purpose not specifically authorized by the faculty/instructor/facilitator.
- 3) Faculty/instructors/facilitators may record lectures (by audio and/or video):
  - a) For personal use, usually to enhance teaching and learning methods.
  - b) For the purpose of exchange with colleagues to enhance the learning environment.
  - c) For the purpose of exchange in the learning environment, usually for private or group study and/or activity among students.
  - d) Once student privacy is assured and where appropriate, must obtain the consent of students and/or any third-party present at the time (such as a guest lecturer or an industry professional).
- 4) Personal Communication devices such as cell phones and other handheld devices (which can be used as an audio and video recording device must be turned to silent during normal classroom lecture times for the consideration of everyone in the classroom.
- 5) Students with disabilities who are required to record lectures will be given permission to do so, in compliance with College Policy, and the *Accessibility for Ontarians with Disabilities Act (AODA)*, the *Nova Scotia Accessibility Act, 2017 (Bill 59)*, the *New Brunswick Human Rights Act, 2011 (Chapter 171)*, and the *Accessible Canada Act, 2019 (Bill C-81)*.

## **Related Policies**

A-130 Copyright

## **Supporting Documents/Forms**

*Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*

*Nova Scotia Accessibility Act, 2017 (Bill 59)*

*New Brunswick Human Rights Act, 2011 (Chapter 171)*

*Accessible Canada Act, 2019 (Bill C-81)*

A-130p Copyright - Procedure

A-113p Audio and/or Video Recording of Lectures - Procedure