Policy for the Recording of Lectures – University of Kent
approved by Senate (S2016-36-Paper B refers) on 22 March 2017.

Introduction

This document sets out the University’s policy on recording lectures.

The Policy will be part of the normal three-year review cycle. It will be owned by the E-Learning Strategy Group (ELSG) which reports to Education Board and both Kent Union and UCU will be included in the review process.

Lecture recording is not seen as a replacement for attending lectures, but as an important resource to support student learning. Recordings of all lectures cannot be guaranteed, but all reasonable efforts are made to provide them.

Lecture recording is seen as a normal part of the Kent student learning experience and supports student learning in many ways:

- Supports revision.
- Allows all students to review and re-visit particular points which they may have missed or found difficult to grasp
- Gives time for students to listen in lectures: ‘learn rather than scribe’
- Supports an inclusive teaching and learning environment
- Helps International students whose first language is not English
- Supports students with ILPs
- Helps students who miss lectures due to illness, transport difficulties or sudden work, caring or other commitments.

Background

Following a pilot in 2012/13, a KentPlayer (KP) service has been available since 2013/14 and offers all staff the ability to record lectures or other teaching and learning activities, and make the recordings available via the relevant module in the VLE (Moodle). However, use is not mandated, and uptake of the service is not consistent across courses and is lower than other core learning technologies, which is a cause of concern among students.

There are now certain drivers for increased use of lecture recording.

- Student requests for wider use of KP and a more consistent student experience have been voiced repeatedly and are reflected in Kent Union’s Education Strategy 2016-2020.

- The reduction of the Disability Support Allowance (DSA) will seriously impact the University’s ability to support students with ILPs requiring personal note takers.

- The University’s emerging ‘Education and Student Experience Strategy (2016-2020)’ notes the importance of ‘inclusive learning environments that support our educational provision’. The benefits of focusing on a more inclusive teaching environment with support for all are demonstrated by Student Support and Wellbeing (SSW) figures showing 62% of Kent students would specifically benefit from wider use of KP.
• Student viewing data and survey responses support the view that KP is a valued tool for student learning and revision.

The University recognises that:

• there are certain exceptional circumstances where recording of the lecture session is not appropriate; in these cases, the Head of School or an academic nominee will agree the decision not to record.

• certain technical or operational circumstances may arise which mean that recordings of all lectures cannot be guaranteed, but all reasonable efforts are made to overcome these issues.

Policy

1. Staff should record all lectures unless there is a particular reason not to. School level statements on the use of lecture recordings will be available to students.

2. The default setting will be to include KentPlayer in Moodle for all modules.

3. When a lecture will not be recorded this should be clearly noted in the relevant Moodle module (as per the Good Moodle Guide) and students informed of the reasons.

4. Staff should be aware if any student requires specific use of KentPlayer for an ILP requirement.

5. Staff should use KentPlayer if available. The default setting in lecture theatres and seminar rooms will be audio plus PowerPoint and pc screen. Staff may choose to use video and other options such as whiteboard or document camera. At the start of each lecture, staff should inform all present that recording will be taking place.1

6. Recordings are a supplemental resource, not a replacement for lectures. The academic retains ultimate control of the making and releasing of the recording. Staff may pause or stop the recording during a live lecture, for example to encourage discussion or participation, or during the discussion of extremely sensitive data. For further information see University guidance.2

7. Recordings will be available only to students registered on the module, and will normally be available for that academic year, plus one year. Recordings will be available via the relevant Moodle module.

8. Academics control access to their recordings and can choose in most instances to remove them at any time or to save them in their individual KentPlayer folders for use beyond the deletion date 3 which is normally one year after the end of the academic year in which they were recorded.

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1 University guidance on Data Protection Act at: https://www.kent.ac.uk/infocompliance/dp/staff-info/recording-lectures.html
2 https://www.kent.ac.uk/infocompliance/dp/staff-info/staff-info.html
3 Guidance documentation: https://www.kent.ac.uk/elearning/kentplayer/index.html
9. Except where agreed between the University and the academic, recordings are not for public consumption. As stated in the University Policy Statement on Intellectual Property, the University owns the intellectual property of the teaching materials created by staff and the recording of the lecture, whereas staff retain ownership of their performance rights which are licensed to the university for a limited period. All staff using KentPlayer are required to accept the relevant consent agreements\(^5\) in order to ensure that the University is legally entitled to make recordings available to students as per this policy.

10. Staff should be aware of their responsibilities under the University Copyright Policy and Guidelines, particularly in relation to use of third party copyright material. However, the Copyright Policy allows for a ‘risk managed’ approach to working with copyright materials which is intended to support the University’s primary mission of education, research and engagement.

11. The Student Regulations, as signed by all students, clarify that misuse of recordings is not permitted. University IT Regulations\(^6\) state that misuse includes uploading or distributing lecture recordings via the Internet.

12. Students are not permitted to download recordings for private use, except with the permission of the member of the teaching staff delivering the lecture, who may enable the relevant podcast function.\(^9\)

13. Recordings will not be used for staff management purposes, including performance review or investigation of student complaints except with the explicit consent of those delivering the lecture or where this is permitted in accordance with the provisions of the Data Protection Act e.g. for law enforcement purposes.

14. Where staff use KentPlayer for recordings other than lectures, including preparation of teaching materials, student presentations, live broadcast across campuses and recording of seminars or conferences, special consideration should be given to Data Protection, Copyright, and Intellectual Property Rights issues - see guidance.\(^10\)

15. All Schools will provide a School Level Statement stating their approach to implementing the Policy, which will be reviewed along with annual monitoring.

16. This Policy is subject to the Regulations of the University.

Sources of Support and Guidance

Further information about the Policy and lecture recording in general is available at:

- E-learning website: [https://www.kent.ac.uk/elearning/kentplayer/index.html](https://www.kent.ac.uk/elearning/kentplayer/index.html)

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\(^{5}\) Academic Consent Agreement: [https://www.kent.ac.uk/elearning/kentplayer/tandcacademic.html](https://www.kent.ac.uk/elearning/kentplayer/tandcacademic.html)

\(^{6}\) [https://www.kent.ac.uk/elearning/kentplayer/index.html](https://www.kent.ac.uk/elearning/kentplayer/index.html)

\(^{7}\) University Copyright Policy and Guidelines: [https://www.kent.ac.uk/is/copyright/](https://www.kent.ac.uk/is/copyright/)

\(^{8}\) University IT Regulations: [https://www.kent.ac.uk/is/regulations/it/](https://www.kent.ac.uk/is/regulations/it/)

\(^{9}\) Guidance documentation: [https://www.kent.ac.uk/elearning/kentplayer.html](https://www.kent.ac.uk/elearning/kentplayer.html)

\(^{10}\) Guidance documentation: [https://www.kent.ac.uk/elearning/kentplayer.html](https://www.kent.ac.uk/elearning/kentplayer.html)