

**Policy on Audio or Video Recording for Educational Purposes  
Guidance for Heads of School**

*This guidance document is provided for Heads of School / Professional Services and staff to support the operation of the policy.*

**Background**

- Audio and video recording for educational purposes is integral to the University's Strategy. The use of mobile devices, multimedia management capabilities, recording technology, social media and online learning platforms are transforming the potential use of audio and video recordings for educational purposes.
- Recording by the University of educational activities is an important part of the University's strategy to enhance the quality of the student experience and ensure an inclusive and accessible experience for all students, and the University sees it as part of mainstream academic work.
- The University's system is already heavily used by many staff in all Faculties – overall, 82% of all 'lectures' (as defined in the timetable) are scheduled for recording (20/19 academic session), and there are in excess of 1.5 million views of published content per year.
- Student demand for universal recording and publication of all educational activities has been steadily growing, and LUU's official policy is to campaign for universal recording of lectures. The University's Digital Strategy for Student Education and Blended Learning Strategy both advocate the creation and use of audio and video recordings to enhance the quality of student education and the overall student experience.
- Recording of educational activities is an expectation for students, and is widespread across the Higher Education sector. There are considerable educational benefits to recording for educational purposes, including:
  - Flexible learning – any-time and anywhere access to learning materials, at the learner's own pace;
  - Multi-modal learning – providing learning materials in multiple formats to suit individual learning preferences;
  - Inclusivity – audio and video recordings provide learning content in multiple formats to support our diverse student population;
  - Deep learning – ability to evaluate and contextualise learning materials over time;
  - Accessibility – particularly for students with disabilities or whose first language is not English;
  - Practicality – ability to pause, repeat and / or revisit complex learning materials to increase understanding.<sup>1</sup>
- The AV Recording policy is an institutional policy covering the legal and practical implications of recording, editing, and publishing recordings. It does not take a pedagogical position, which is set by the University's education strategy, interpreted by Faculties and Schools. The University's student education strategy encourages student-centred, inclusive, flexible, active learning approaches, which will be manifest in a wide range of educational activities – where these approaches are consistent with an ability to record the event for student use, this is where the AV recording policy comes into play.
- A large-scale longitudinal research study of Leeds' staff and student perceptions of 'lecture capture', use of recordings, and the impact of recordings on lecture attendance was

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<sup>1</sup> <https://digitalpractice.leeds.ac.uk/>

published in 2019<sup>2</sup>, and includes a detailed literature review of the pedagogic value of educational recordings. The findings demonstrated the strong demand, and use of recordings, by students.

- For some students with disabilities, the provision of audio and video recordings is essential to enable them to access, and participate in, educational activities, and is a major strategy for most disabled students in managing their studies.
- Availability of recordings is consistent with the obligation for the University to meet its anticipatory duty under the Equality Act 2010. Recording of educational activities is important for many disabled students at the University, (presently some 12% of the University's student population). Use of the University's systems for recording educational activities enables disabled students to access learning content without having to identify themselves as disabled, and ensures that students who have not disclosed their disability to the University are also able to access lectures.
- Availability of recordings can be highly beneficial for students whose first language is not English, including international students. The facility to listen again to difficult concepts and language, in your own time, is very useful.
- The use of lapel microphones when teaching is essential for voice projection and protection, and to provide high quality audio content, for better viewing experience, and to enhance the quality of automated captions.
- The introduction of captioning of audio and video recordings will provide students with inclusive learning content, and will enable the University to meet the requirements of the EU Web Accessibility legislation which comes into force in September 2020. Evidence shows that students perceive high value in closed captions and transcripts for learning<sup>3</sup>, and they provide essential access to learning materials for some students with particular educational needs.
- Scheduled recordings are currently published after 72 hours. Analysis of system data showed that the vast majority of recordings are not edited, and those which are edited are mainly edited within 48 hours. Therefore, as a result of student demand for quicker access to recordings to enable effective study, the automatic publication time is being reduced to 2 working days. Staff can make recordings available before the automatic publication time, and can remove the auto-publication feature within the system.
- The University policy on audio and video recording for educational purposes aims to promote responsible recording within a practical, legal and ethical framework.
- The University has audio and video technology for recording of lectures and other activities available in all central teaching rooms, and staff have access to desktop software for recording audio and video materials. The University is very keen to ensure that these facilities are maximised and used responsibly.
- In rooms where video cameras are installed, the majority of these are front facing and fixed angle. All rooms are equipped with audio recording equipment in the front of the room<sup>4</sup>.

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<sup>2</sup> Morris NP, Swinnerton B, Coop T. 2019. Lecture recordings to support learning: a contested space between students and teachers. *Computers and Education*,140: <https://doi.org/10.1016/j.compedu.2019.103604>

<sup>3</sup> <https://www.3playmedia.com/resources/industry-studies/student-uses-of-closed-captions-and-transcripts/>

<sup>4</sup> These microphones may capture the voices of members of the audience.

- The audio and video recording policy applies to all educational purposes, which is taken to mean any purpose related to taught student education at the University.
- The policy seeks to ensure that all staff and students will receive proper notice that a recording is due to take place, have a right to request an opt-out or ask for an edit of that recording. It is trying to encourage responsible recording in a transparent and consistent manner. Schools/Services are taking control of the process.
- The policy applies to the recording of all educational activities using any system. Currently, most audio video recordings are made using Mediasite, but recordings of educational activities using other systems e.g. Collaborate Ultra, Microsoft Teams, Microsoft Stream etc. are covered by this policy.

### **Deciding when to record**

- The University recognises that exceptionally members of staff or students may have legitimate reasons for not wishing to be recorded, especially by video recording. These reasons will be considered and where appropriate, respected.
- The University's general position is that where possible all appropriate educational activities will be recorded, but the decision as to when the University shall record, which activity is to be recorded, how to record<sup>5</sup> and how best to use those recordings<sup>6</sup>, is ultimately the responsibility of the Head of School/Service<sup>7</sup> where the educational activity is primarily based.
- The University recognises that recording is not appropriate for all teaching and learning activities; for this reason, subject to the needs of students with disabilities, staff can with the agreement of their Head of School or their nominee, be exempted from having their teaching activities recorded where they can demonstrate a sound pedagogical, legal or other justifiable reason based on their particular situation.
- The University recognises the different learning and teaching contexts in each School and Service and the importance of decisions on recording being made. The decision as to when to record is therefore devolved to the Head of School, who may in particular take into consideration the following factors:
  - the aspiration to provide a consistent student experience across modules / programmes taught by Schools and Services;
  - the value of providing students with the best possible learning experience;
  - the need to show a competitive educational offer to incoming students, when our main competitors provide recordings of educational activities;
  - the value of a consistent experience for students enrolled on modules and programmes within a School, Division or Faculty;
  - the need to provide a flexible, inclusive educational environment to all students, including those with who may have legitimate reasons for missing classes (e.g. students with caring or work responsibilities, part-time students, commuter students, disabled students).
  - the value of providing a recording of video and/or audio from teaching sessions alongside simultaneous screen capture, as appropriate pedagogically;
  - recognition that being recorded just allows the audience to see (usually again) what has already been publicly said;
  - consideration of the pedagogic value of recording;
  - effect of a recording in a more intimate learning environment e.g. small group teaching sessions such as seminars / tutorials, where there may be a need to promote more

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<sup>5</sup> For example, recording audio and screen capture as a minimum or video, audio and screen capture if preferred

<sup>6</sup> It is assumed recordings will be made available to students via Minerva. Explicit consent from the member of staff concerned will be required for external publication.

<sup>7</sup> The Head of School/Service may nominate individuals to act on their behalf.

interaction and informality and so increased privacy may be required, and/ or the content of the recording is likely to be of limited value;

- the availability of at-desk recording functionality to allow staff and students to produce recordings of educational activities;
- the very low incidence of policy breaches (e.g. students uploading recordings to external websites) since its introduction in 2014;
- the very low incidence of staff editing recordings prior to publication;
- the value of the University providing an authenticated recording of teaching sessions, instead of covert student recordings shared widely without permission;
- following a risk assessment, concerns about the recording of rights protected material.

## **The Policy**

- The key elements of the policy on audio and video recordings for educational purposes are as follows:
  - The policy applies to all audio and video recordings for educational purposes.
  - It is up to the Head of School/Service (or nominee) to decide when it is appropriate for recordings to take place.
  - Staff and students are deemed to have read and understood the audio and video recording policy.
  - Staff who are recorded are the content “owner” in the systems, and they are the only individuals who should edit, publish or share recordings for which they are the content owner. Content owners can give permission to other individuals to edit, publish or share recordings on their behalf.
  - Unless the University’s Data Protection Officer has explicitly agreed otherwise no recordings of special category personal data will be permitted without the explicit (opt-in) consent of those being recorded.
  - If staff or students at any stage wish to have a recording edited, they must request a change from the person responsible for the activity being recorded.
  - The University will inform Students and staff about the recording of teaching activities and the existence of the Policy. Information will be given as part of the student contract and the student and staff privacy notices. There shall be a notice in all rooms where recordings are to be made.
  - Staff can be exempted from having their teaching activities recorded with the agreement of their Head of School or their nominee, where they can demonstrate a sound pedagogical, legal or other justifiable reason based on their particular situation.
  - If a student with a disability has a requirement to have recordings available this will be respected, even where the member of staff to be recorded wishes not to record. Unless there are exceptional circumstances and an acceptable compromise can be found, recording will take place.
  - Where a lapel microphone is provided in a teaching space, staff must make use of this equipment when talking. The use of lapel microphones enables effective voice reinforcement for students in the room, and provides high quality audio recordings.
  - All audio and video recordings of timetabled educational activities will be automatically captioned within the Mediasite system, using speech-to-text technology. Only captions which meet a defined quality threshold of at least 80% will be published to students. Captions made be possible using other systems, and should be used where possible. Captions will only edited they are needed as a reasonable adjustment for a student with a disability.
  - All scheduled recordings (i.e. those recordings scheduled via the University’s timetable system) will be automatically published 2 working days after the recording takes place.
  - Only in exceptional circumstances will authorisation for recording by students be given. An example of an exceptional circumstance could be where a student with a disability needs to make a personal recording.
  - Explicit consent will be obtained from staff where recordings are to be made publicly available.

- Owners of Mediasite recordings can allow users to download recordings from the Mediasite system.
- Recordings (both timetabled and non-timetabled) should be kept for a period of 2 years.
- Students may not be permitted to opt-out of recordings where a recording is an explicit requirement of a University award (e.g. recording of assessed presentations).
- In accordance with existing policy the University owns staff recordings. However, the University will respect the rights of staff to be accredited as authors and performers.
- Recordings by students will be owned by them, subject to the conditions in the University's Policy on Intellectual Property Rights.
- If recordings have taken place without consent then the University is clear that it maintains its "right to take down".
- Any recordings that contain personal data must be kept securely in accordance with the University's Information Security Policy.
- The University provides training to staff to ensure that they know how to operate the policy properly.

### **Suggestions for resolving requests for exceptions**

- The University recognises that recording is not appropriate for all teaching and learning activities; for this reason, subject to the needs of students with disabilities, staff can, with the agreement of their Head of School or their nominee, be exempted from having their teaching activities recorded where they can demonstrate a sound pedagogical, legal or other justifiable reason based on their particular situation. Examples where exemptions might be appropriate include:
  - Pedagogic – educational activities where there is a need for more intimacy, and/or unlikely to be value derived from a recording (e.g. fully interactive session with lots of voices which won't be captured, breakout groups, or paired discussions);
  - Technological - educational activities which can't be recorded (lack of technology);
  - Legal – educational activities where there is a potential for individuals' special category data to be revealed during discussion;
  - Personal reasons – where a member of staff has a personal reason for not wishing to be recorded, and has disclosed this to their Head of School, and an exemption is considered appropriate.
- Where a Head of School has received a request for an exemption from a member of staff, which conflicts with a requirement for a recording by a student with a disability, a compromise solution should be considered. However, the student's right to reasonable adjustment and for access to educational content must be met. Heads of Schools are advised to seek advice from the Disability Service, and from the University Legal Advisor's Office, where required.
- Practical measures that can be taken to address concerns, and therefore allow some form of recording to take place, could include:
  - just audio and screen capture recording (voice and related PowerPoint slides only)
  - appropriate use of the pause button to prevent recording of elements of educational activities
  - positioning individuals "off camera"
  - instructing the relevant staff/student not to identify themselves or be identified by others when asking questions
  - allow students who wish to opt-out to participate at a time when the recording is not in progress e.g. at the end the activity or in a different group
  - reminding individuals of the ability to edit a recording before publication
  - reminding individuals of the agreed limits on use and publication of recordings
  - offering training and support, available via OD&PL
  - trial recordings for a period
  - making recording only available to students with disabilities
- Where staff request an exception on the basis of legal grounds, Heads of School/Service

are advised to seek advice from the University's Legal Adviser's Office.

### **Further information**

- The policy document is available at:  
[http://www.leeds.ac.uk/secretariat/documents/audio\\_visual\\_policy.pdf](http://www.leeds.ac.uk/secretariat/documents/audio_visual_policy.pdf)
- This guidance document is available at: <https://digitalpractice.leeds.ac.uk/>
- Professional development resources materials are available at:  
<https://digitalpractice.leeds.ac.uk/>
- LUU support and advice for students about this policy is available at:  
<https://www.luu.org.uk/student-help-support/>
- The Inclusive Teaching Practice Baseline Standards are available at:  
<https://inclusiveteaching.leeds.ac.uk/embedding-inclusivity/inclusive-baseline-standards/>
- Further information about Disability Services is available at:  
[https://ses.leeds.ac.uk/info/21810/disabled\\_students/923/supporting\\_disabled\\_students](https://ses.leeds.ac.uk/info/21810/disabled_students/923/supporting_disabled_students)