

Policy for the Recording of Teaching and Learning Activities (Learning Capture)

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What is Learning Capture?

- 1.1. At The University of Reading, t broadly refers to the recording of audio and/or video for teaching and learning activities, created for University of Reading Students.

- 1.4. The use of Learning Capture aims to provide the following benefits, amongst others to:
- Assist students for whom English is not their first language
 - Support diverse approaches to learning, increasing accessibility
 - Provide a revision study aid for consolidation and reflection
 - Support innovation and flexibility in the curriculum and associated pedagogical approaches
 - Offer a reflection tool for staff members to develop and enhance their own teaching
- 1.5. Learning Capture of live teaching is not intended to be seen as an alternative to attending live teaching sessions.

Introduction to the Policy

- 2.1. This Policy sets out the requirements associated with Learning Capture, as defined in Section 1. It replaces and updates the Capture Policy 2019/2020 and

‘pre-recordings’ or ‘screencasts’):

Such recordings may be used for delivery of module or programme content and supporting resources,

discussion. It is recognised that some activities will necessarily include significant student participation and discussion throughout, where it is not possible to separate from non-participatory content. Where this is the case, providing there is value in the recording being made, this is accepted.

- the nature of the activity means that recording would be of benefit to students.

5.4. Staff members must make it clear to students that recording is taking place but do not need to seek consent.

- The University is a Public Body as defined within data protection laws. The are tasks that we are necessarily required to undertake and therefore are activities, as consent may not be freely given, appropriate, or within the

5.5. Staff must only record, upload and publish live teaching and learning activities via the following approved platforms to ensure access is only for authorised staff members and students, and compliance with accessibility requirements is met (see Section 6):

- YuJa (for capture of in-person teaching and learning activities).

- 6.3. All recordings (and the content within those recordings) need to meet the legal requirements set out by the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018.
- 6.4. All pre-recorded audio/video content (see 6.5 below) must be accompanied by a transcript or captions to meet accessibility and Equality Act requirements. This is why staff must only upload and publish to the following approved platforms:
- YuJa
 - Other systems where their use has been approved by the Design Authority Group (DAG).
- 6.5. Recordings of live teaching that are likely to be made available for more than 14 days will be deemed to be - requirement for a transcript or captions will apply.
- 6.6. For further information on inclusive practice and accessibility of teaching and learning materials, please refer to the [Policy on Inclusive Practice in Teaching and Learning](#).
- 6.7. For further information on captioning and provision of transcripts, please refer to the [Policy on the Captioning and Transcription of Recorded Sessions](#)

Use of personally owned devices for Learning Capture

- 7.1. The University recognises that video/audio may be made in different ways, including through the use of personally owned devices.

agreed otherwise with the individuals featured in the recording.

- 8.4. Recordings of live teaching and learning activities should not be repurposed for use in a way for which they were not intended at the time of recording.
- 8.5. The University will not make commercial use of teaching and learning recordings without the written permission of the individuals featured within the recording.

Editing Recordings

- 9.1. The staff member who is the creator of the recording has the right to edit the recording. This includes removing parts of a recording to protect individuals or in relation to issues around inaccuracy, defamation or copyright-infringing material. Aside from these reasons, it is not a requirement that recordings will be edited prior to being published, but if staff members or students would like a recording to be edited, they should request this from the creator (or, in their absence, the module convenor).
- 9.2. Guidance on editing recordings is available on the TEL [YuJa help](#) [pogpailable on the TEL](#)

module/programme delivery. Such recordings must remain attributable to the original creator.

- Content that has yet to reach the retention periods specified in section 11 must be suitably reassigned to another owner to ensure they remain accessible for these periods.

Retention and Deletion of Recordings

- 11.1. Recordings are subject to a retention schedule. The retention periods for different categories of recordings are listed [in the Recorded Content Retention Schedule](#) and any necessary variations will also be confirmed via these documents. IMPS/DTS

can be provided to students in advance of the session, for example via

- Make attendees aware of who they can contact in the School if they have a concern about being included in any recording.

12.5. Should a student have a personal concern regarding the publication of recorded content, this should be considered prior to making the recording available to others. Such concerns should be raised to the creator (session lead) or module convenor (in the first instance) by the student concerned, within 2 working days of the relevant session. If the concern is raised to a member of staff other than the creator of the recording, there should be liaison with the creator as part of consideration of the request.

- When considering a student request for being removed from a recording, staff should take into account the reason for the request, the practicalities, and the impact of such editing on the resulting product.
- If the request for to be removed is deemed to be reasonable and appropriate, the recording should be edited by the creator prior to publishing to the wider cohort.
- If the request is deemed to be unreasonable, the student should be informed of the reason for this. Whilst the University does not require student consent to use recordings that include student contributions for teaching and learning activities (see section 5.4), it is recommended that advice is sought from the relevant DTL and/or Data Protection Officer promptly, as appropriate, if a request is to be declined.
- If a student or staff member raises a request for erasure, rectification, or objection under data protection laws (including the General Data Protection Regulation), relating to published content, these must be referred immediately to imps@reading.ac.uk.

12.6. Staff should contact the Data Protection Officer if any attendees raise a concern or complaint relating to data protection or privacy (email: imps@reading.ac.uk or telephone: 0118 378 8981)

Intellectual Property

- 13.1. Staff members are reminded that, unless certain exceptions listed in their employment contract apply, intellectual property created during the course of employment is owned by the University, including, without limitation, the copyright in any recordings that are the subject of this policy.
- 13.2. Staff members must comply with their contract of employment and the provisions of the [Code of Practice on Intellectual Property](#), including in relation to teaching and learning recordings. It is the responsibility of individual staff members to ensure that their use of third-party copyright-protected material within teaching and learning activities is fair and reasonable when relying on a statutory copyright exception under UK law (a legal defence to a claim of infringement).
- 13.3. The University recognises that reliance upon applicable copyright exceptions, such as fair dealing for the purpose of illustration for instruction and fair

Related Policies, Procedures, Guidelines and Regulations	Retention Schedule for Recorded Content (IMPS) www.reading.ac.uk/imps/-/media/project/functions/information-management-and-policy-services/documents/recorded-content-retention-schedule.pdf
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Contacts for Advice

About this Policy:

CQSD (Quality Assurance and Policy) cqsd-tandl@reading.ac.uk

About Data Protection, Records Management and Copyright:

Information Management and Policy Services (IMPS) imps@reading.ac.uk 0118 378/5770

About the use of Learning Capture:

CQSD (Technology Enhanced Learning): <https://sites.reading.ac.uk/tel/>

Resources and Guidance: <https://sites.reading.ac.uk/tel/learning-capture/>

DTS Self Service Portal: www.reading.ac.uk/digital-technology-services/