RVC Lecture Capture Policy (update 2022)

1.0 Policy Aim

This policy aims to facilitate the practical and responsible recording of lectures and to provide clarity on the rights and responsibilities of the University, its staff and its students, external visiting lecturers and any other participants in recorded teaching. This will cover both live lecture captures (also referred to as live lecture recordings), and pre-recorded lectures.

This policy has been developed with reference to Jisc guidance on the legal implications of lecture capture (see https://www.jisc.ac.uk/guides/recording-lectures-legal-considerations).

2.0 Purpose and Scope

2.1 The **purpose** of the Lecture Capture Policy is to:

- Inform students of the expectations and processes around lecture capture at the Royal Veterinary College.

- Support academic staff in implementing the policy on lecture capture across the Royal Veterinary College.

- Demonstrate how this policy upholds our compliance responsibilities with the Equality Act 2010, Data Protection Legislation, including the General Data Protection Regulations (GDPR), the Copyright, Designs and Patents Act 1988 (CDPA), The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 and any additional or successor legislation or regulation.

2.2 Scope of the Policy

This policy applies to the recordings made for all taught provision at the RVC, including both sites and all levels of course.

The RVC is committed to delivering a world class education as laid out in the broader framework of its RVC Strategic Plan, the Learning, Teaching and Assessment Strategy and the Blended Learning Strategy. To fulfil this commitment, the College aims to be responsive to the variety of stakeholders such as students, academic staff, professional services staff and professional bodies, who are involved in delivering and support student learning.

The College is committed **to making lecture recordings widely available to students as part of its teaching provision to enhance student learning and to provide a flexible learning resource. It is also uses digital learning as one of many teaching methods to enhance and diversify our taught courses.**

2.3 Definition of lecture capture

For the purposes of this policy, lecture capture covers:

Live Lecture Captures (also referred to as Live Lecture Recordings) These are recordings of on-campus live lectures using Panopto and made available on LEARN after the teaching event. The timing of these lectures and activities should be made

available to students through the online timetable well in advance, ideally at the beginning of the relevant term.

Pre-recorded Lectures. These are pre-recorded lecture recordings provided in smaller chunks (approx. 15 minutes) and made available to students on LEARN prior to an on-campus teaching event or as directed study so that they can engage with material at a time of their choosing.

It may also refer to the recording of other teaching event (such as feedback sessions) that have been deemed to be for useful for students, but which do not comprise student interaction that may be considered personal or sensitive. Please note the recording of other types of teaching events is not automatic, as is the recording of lectures. It is up to the discretion of the instructor as to whether interactive teaching sessions (such as directed learning) should be recorded.

3.0 Principles for recordings

Increasingly, technology is being used, where appropriate, to provide a flexible and personalised student learning experience. The RVC is committed to making lecture recordings widely available to students as part of its teaching provision to enhance student learning and to provide a flexible learning resource.

The RVC will provide live lecture recordings of on-campus lectures to students on taught courses to aid their learning through review and reflection. and may provide some pre-recorded lectures (where appropriate) as part of a diversified approach to teaching and to flexible learning.

All learning and teaching support practices including Lecture Capture take account of equality and diversity legislation and the differences brought about by student level, student profile, subject and mode of study.

The College, as a provider of educational services, is already obliged to ensure that all teaching material is inclusive and therefore accessible by design under the requirements of the Equality Act 2010, the Disability Equality Duty and The Public Sector Bodies (Websites and Mobile Applications) (No. 2).

Digital activities and materials, including recordings, will not be used for staff performance management purposes and will not be the basis for instigating performance or disciplinary proceedings.

The College uses Panopto software (available on all teaching machines) to record these sessions, staff are not permitted, at present, to use an alternative.

As well as RVC students and staff, these guidelines are also relevant to anyone attending or giving a lecture at the College. Organisers of external lectures will also find these guidelines useful.

This policy will be implemented in compliance with the Equality Act 2010, Data Protection Legislation, including the General Data Protection Regulations (GDPR), the Copyright, Designs and Patents Act 1988 (CDPA), The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 and any additional or successor legislation or regulation.

1.0 Use of Recordings

- A student may only use the recording for the purposes of their own personal study. The student must destroy any copy of the recording they hold once this purpose has been met and within 18-months of their termination of study

- Students may otherwise only use, modify, publish or share restricted-access lecture recordings or excerpts with the permission of the lecturer and of any other participants in the recording.

- Students with access to recordings should not share these, by any means, without the permission of the lecturer.

- If a student has been found to distribute lecture recordings beyond their original purpose or without permission this may be handled through the Misconduct Procedure and/or the Student Social Media Policy.

- The RVC will provide guidance to students on how to benefit from lectures and how to use lecture recordings appropriately through the Study Skills team.

- The RVC will provide guidance to student on how to use Panopto and how to access recordings through the Digital Learning team and the LEARN helpdesk.

- A lecturer may use recordings of their own lectures to facilitate peer observation/review of their teaching.

- Recordings will not be used to cover College staff exercising their legal right to take industrial action without the lecturer's consent nor will they be used to provide cover for staff vacancies.

- Recording of scheduled lectures will be an automated process, triggered by how a teaching event is referred to in the timetable.

- Cancelling the recording of a scheduled teaching event is the responsibility of the staff member scheduled to teach. To ensure a session is cancelled correctly and with adequate notice to prevent the room accidentally being recorded during that timeslot, cancellations need to be made at least 48 hours prior to the scheduled teaching event through timetabling.

- The RVC uses a cloud-based installation of Panopto software for the recording of lectures. Any information shared with Panopto is stored in Northern Ireland. Information about the data collected, who can see it and what use is made of it by Panopto, is covered by the Panopto Privacy Policies.

- Where recordings of live lectures, or other live teaching activities (such as revision or Q&As) are made the recordings should be uploaded onto LEARN through the Panopto block as soon as feasible after the lecture. The timing of these lectures and activities should be made available to students through the online timetable well in advance, ideally at the beginning of the relevant term.

5. **Key Responsibilities**

Inclusivity and Accessibility: Staff making recordings in line with the requirements of this policy are reminded that they must also comply with the *Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018*. In practice this means videos should be available with either captions or a downloadable transcript. Staff are

expected to use the [College's accessible templates](#) when they make recordings.

Use of RVC supported Technologies: Responsibility for the provision of RVC supported software (Panopto) for Lecture Capture Capture and training in using the software lies with the [Digital learning team](#). Academic staff are provide with guidance on how to use all RVC supported technologies in [Digital Tool guides](#) the Staff Hub on LEARN. Further support ca be accessed through the [LEARN helpdesk](#).

Staff Guidance: [The Blended Learning Rubric (2021)](#) provides guidance to staff on how to make recordings of lecture content. The Educational Development team provides guidance to staff on the appropriate pedagogic context in which to use any recordings (whether pre-recorded or live lecture recordings).

Dissemination and use of recordings: Recordings will be for the sole use of students enrolled on the relevant course. Students using recordings for purposes other than this may face appropriate sanction through [Student Misconduct Procedures](#) and/or the [Student Social Media Policy](#). Except where authorised by the College, (including seeking appropriate consent), digital education materials are not for public consumption by any means.

Copyright: Individual teaching staff will be responsible for ensuring that [appropriate copyright permissions](#) have been obtained for the use of third-party material and provide visible citations on slides and for recordings used within recorded lectures.

Intellectual Property: Any recording produced in line with this policy to support students' learning, is considered part of the module/strand materials. The act of making a recording for this purpose is considered implied consent on the part of the producer, that the recorded artefact is to be considered as part of the module/strand materials and as such, the ownership of the recording rests with the RVC.

Where the College and an employee have agreed that the employee retains some or all of the intellectual property rights to material used within a lecture recording, the employee agrees to grant the University a non-exclusive licence to use the material for the essential purpose in this policy.

Performer Rights: Performer rights reside with the lecturer and other lecture participants, who agree to the recording of the lecture and agree that the College may use their performance for the essential purpose in this policy.

Storage, retention and removal of recording: Responsibility for the storage, retention and removal of recordings produced in accordance with this policy lies with the Digital Learning team. Lecture recordings of particular topics or an equivalent recording will remain available for students until 18 months after graduation in LEARN as specified in RVC for Life.

In order to maintain compliance with GDPR, a regular schedule for the removal of out-dated or redundant learning content sets out that the retention period for live lecture recordings is the regular duration of a student's programme of studies and the retention period for pre-recorded lectures is 5 years or when the content of the recording becomes out of date (whichever is first). Recordings will be automatically removed from Panopto blocks according to these timescales.

Data Management:
Data are hosted within the UK and the data protection and data security arrangements must satisfy the College's Data Protection Officer.

Learning Analytics from the lecture recordings may be used as part of the Tutor Dashboard to contribute to our understanding of student engagement with their course and to potentially identify students who may be considered to be at risk for progression and attainment, in order to provide the appropriate support.

Student Responsibilities:
Students are responsible for:
- Utilising recordings to supplement their learning
- Ensuring that their utilisation of these recordings remains compliant with this policy

6.0 Definitions

Term or Acronym	Description
Accessibility	Accessible learning ensures that students can equally access the learning materials and experiences whether onsite or by digital learning through LEARN, Virtual Learning Environment (VLE).
Alternative text:	Alt text (alternative text) is a word or phrase that can be inserted as an attribute in an HTML (Hypertext Markup Language) document to tell Web site viewers the nature or contents of an image.
Asynchronous learning	Asynchronous learning is self-paced to suit a student's schedule. Students can satisfy requirements within a flexible time frame.
Audio recording	The staff voice only is recorded i.e. there is no requirement for a video of the staff member. This may be through an audio recording using specialist software, a podcast or Powerpoint slides with an audio commentary.
Blended Learning	Blended learning at RVC aims to combine the best of onsite teaching with learning that takes place in a digital environment while always valuing the social aspects of learning. It includes a mix of teaching approaches, delivery modes and learner styles. The 'blend' can mean different places for learning (onsite and digital); different scheduling (synchronous and asynchronous), different pace (class and self-paced) and different types of instruction (expert led, social/group, individual).
Consent	The consent of the data subject means any freely given, specific, informed and unambiguous indication of his and her wishes by which the data subject, either by a statement or by a clear affirmative action, signifies agreement to personal data relating to them being processed.
Digital Education materials	Digital teaching, learning and assessment materials for the interest and consumption of RVC staff and students which may include, but are not limited to, audio and visual recordings, video, lecture capture, presentations, podcasts, quizzes, interactives and notes.
Digital Learning	Learning which is mediated through an online environment and which may take place either synchronously (live) or asynchronously. It is not determined by a physical location and may include audio and visual recordings, video, live streamed lectures and Q&As, presentations, podcasts, forums, online interactives, quizzes and notes.
Educational activities	Teaching, learning and assessment activities for the interest and consumption of RVC staff and students which may include, but are not limited to, lectures, laboratory demonstrations, presentations, seminars, directed learning, tutorials, academic teaching and student assessments, whether conducted in person or on-line.

Equality Act 2010	A legal framework to require the exercise of certain functions to be with regard to the need to eliminate discrimination and other prohibited conduct and to increase equality of opportunity.
GDPR	General Data Protection Regulation (GDPR) is a legal framework that sets guidelines for the collection and processing of personal information from individuals who live in the UK.
Inclusivity	Inclusive learning opportunities support all students to achieve the highest successful outcomes. It recognises and promotes the importance of diverse learners' voices and enables participation through scaffolding and effective communication strategies and the removal of barriers.
Learning Analytics	Learning analytics refers to the measurement, collection, analysis and reporting of data about the progress of learners and the contexts in which learning takes place (Sclater and Mullan, 2017).
Lecture	An organised verbal presentation to a group of students (often large) where students are expected to listen and take notes. A lecture is usually accompanied by visual support materials such as a powerpoint or other.
Lecture Capture	Lecture capture is a technology which enables the recording, storage and delivery of materials (Ibrahim et al, 2021) At RVC Lecture Capture refers to both the recording of live lectures in teaching spaces, in real time and also the use of pre-recorded lectures chunked into shorter segments. Both types of recordings are made using Panopto and are published, archived and can be accessed remotely via the Virtual Learning Environment (LEARN).
Onsite teaching	Learning that takes place in a physical onsite space on any of the college campus spaces, rotation or placement locations, or at any of our partners' physical spaces.
Personal data	Any information relating to an identified or identifiable natural person ("data subject"). An identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person.
Personalised learning	Learning opportunities and experiences that allow students to make choices about how, when and where they will interact with some elements of their course. This could include choice of content such as electives or assessments (e.g. topics or portfolio submissions) and choice in the pace/place of undertaking learning experiences while working towards shared goals of their programme of study (Advance HE, 2018).
Recordings	The action or process of capturing sound and visual images (still and moving) of an activity or performance for subsequent reproduction or broadcast.
RVC Blended Learning Rubric	An externally benchmarked framework of teaching strategies and design considerations for staff to use to develop and incorporate blended learning activities into their teaching. The quality standards define

	baseline and enhancement actions which provides a consistent approach to blended learning across a wide range of student learning opportunities in RVC programmes.
RVC Supported technologies	RVC provides a number of centrally supported technologies a part of the digital infrastructure for learning and teaching (See RVC Tool Wheel). They are accessible to staff and students using an RVC username and password. These technologies are centrally maintained, developed and supported by the professional service teams at RVC including LEARN, Exams, Library and IT. The centrally supported technologies allow for data streams to be developed which can be used as part of learning analytics and which provide institutional data to various stakeholders.
Student interaction	Where a session is interactive in nature, either through staff-student or peer-to-peer discussion.
Synchronous teaching	Synchronous teaching, or 'live' events, are where students and instructors come together in a digital or physical space to: a) foster learning and belonging through social interaction and community; and b) to provide opportunities for students to practise the key skills needed to achieve learning outcomes. Methods of synchronous onsite learning include lectures, small group teaching, directed learning, practicals and tutorials. Methods of synchronous digital learning include video conferencing, teleconferencing, live chatting, and live-streaming lectures. Both are considered to be class-paced learning.
Virtual Learning Environment (VLE):	Centrally provided and supported learning platform and supporting technologies – at RVC our VLE is commonly referred to as LEARN.

References:

Advance, HE (2018). 'Framework for flexible learning in higher education'. Available at: www.advance-he.ac.uk/guidance/teaching-and-learning/flexible-learning#overview

Ibrahim, Y et al (2021). Lecture Capture Policies: A Survey of British Universities. *Post digital Science and Education*. 3:144–161.

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Section responsible for policy maintenance and review	Learning and Wellbeing
Contact	Michele Milner Director of Learning and Wellbeing