

Carlow College Policy for the Recording of Lectures, Tutorial and other Teaching Sessions

This policy seeks to protect the intellectual and privacy rights of the College, staff members and learners whilst being cognisant of relevant legislation regarding disability, data protection and copyright issues.¹

Carlow College is committed to equality of opportunity in its provision for all learners with emphasis on providing accessible services and supporting learners in the completion of their programmes in as independent a manner as possible. In ensuring that every effort is made to assist learners with disabilities and learning differences, the recording of lectures, tutorials and other teaching sessions is permitted in accordance with the conditions outlined in this policy.²

In addition, the College recognises that there may be certain circumstances which necessitate learners, other than those with disabilities and learning differences, to record lectures to support their learning. Where a learner believes that there are good academic reasons to request permission to record a lecture, tutorial or other teaching session, this policy will also apply.

The term 'recording' refers to any audio or visual recording of a lecture, tutorial or other teaching session using any type of audio or visual recording device.

1. Only audio recording is permitted. Video recording is not allowed.
2. Learners are not permitted to make any unauthorised recordings of lectures, tutorials or other teaching sessions.
3. Recordings remain the property of the College.
4. The recording of lectures, tutorials or teaching sessions where other learners are presenting or discussing topics is not permitted.
5. A learner who wishes to record a lecture, tutorial or other teaching session must ask the permission of the lecturer or staff member involved prior to recording.
6. The decision to allow or restrict recording is at the lecturer or staff member's discretion. The staff member retains the right to request that a recording device is turned off at any point if it is considered inappropriate that recording continue. For example, where sensitive or personal issues may be disclosed or discussed.
7. All learners should be informed at the start of the lecture, tutorial or teaching session that a recording is being made.
8. Any recordings made are for the personal use of the learner only. Under no circumstances should recordings be reproduced or distributed to other individuals in any format. This includes but is not limited to: giving recordings or copies of recordings to another person; posting recordings or transcriptions of same online; and distributing recordings via websites including social networks. Learners who disregard

¹ The Disability Act, 2005; The Employment Equality Acts, 1998 – 2012; The Equal Status Acts, 2000 – 2011; Data Protection Acts 1988 and 2003; Copyright and Related Rights Act, 2000.

² Learners with disability/learning difference must register with the Academic Resource Office.

this requirement will be deemed to have breached the Carlow College Learner Code of Conduct.³

9. If a situation arises where it is not appropriate or possible to record a session, an alternative solution should be agreed with the staff member, learner and the Academic Resource Officer.
10. The recording of a lecture, tutorial or other teaching session is not a substitute for attendance. The learner has the responsibility to attend classes in accordance with their programme requirements. A recording of a lecture, tutorial or other teaching session can only be made when the learner is in attendance.
11. Learner evaluation and feedback in relation to modules, programmes, and teaching effectiveness should be given in the usual format. It is not appropriate to use, or refer to, recorded material for feedback purposes.
12. It is the learner's responsibility to ensure that a recording is erased once it has served its purpose. This is usually at the end of a module, semester or when final examinations for a stage are completed. Learners are not permitted to hold recordings indefinitely.
13. Learners must agree in writing to abide by the conditions as set out above and to acknowledge that failure to do so may result in the withdrawal of the service and/or referral to College disciplinary procedures.

³ Complaints of this nature are dealt with under The Carlow College Management Board document 'Procedures for dealing with Complaints under the Learner Code of Conduct'. Complaints should be made in writing and left in College Reception for the attention of the Secretary of the Management Board.

Recording of Lectures, Tutorials and other Teaching Sessions

Learner Agreement

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The term 'recording' refers to any audio or visual recording of a lecture, tutorial or other teaching session using any type of audio or visual recording device.

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7. All learners should be informed at the start of the lecture, tutorial or teaching session that a recording is being made.
8. Any recordings made are for the personal use of the learner only. Under no circumstances should recordings be distributed to other individuals in any format. This includes but is not limited to: giving recordings or copies of recordings to another person; posting recordings or transcriptions of same online; and distributing recordings via websites including social networks. Learners who disregard this requirement will be deemed to have breached the Carlow College Learner Code of Conduct.
9. If a situation arises where it is not appropriate or possible to record a session, an alternative solution should be agreed with the staff member, learner and the Academic Resource Officer.
10. The recording of a lecture, tutorial or other teaching session is not a substitute for attendance. The learner has the responsibility to attend classes in accordance with their programme requirements. A recording of a lecture, tutorial or other teaching session can only be made when the learner is in attendance.

11. Learner evaluation and feedback regarding modules, programmes, and teaching effectiveness should be given in the usual format. It is not appropriate to use, or refer to, recorded material for feedback purposes.
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Please tick ✓

- I understand my rights and responsibilities with regard to the recording of lectures, tutorials or other teaching sessions.
- I understand that the content of lectures, tutorials and other teaching sessions remain the property of Carlow College.
- I agree to abide by the conditions as set out above and I am aware that failure to do so may result in the withdrawal of the service and/or disciplinary procedures.

Signature of Learner: _____ Date: _____

Signature of ARO: _____ Date: _____

Approved by Academic Council 12/11/2014