

Policy on the Recording of Oral or Visual Presentations **in Athlone Institute of Technology**

Status: Final (06.11.2012)

Introduction

It is the policy of Athlone Institute of Technology to provide equal opportunities for all staff and students and accordingly it is fully committed to the principles established in the Equal Status Act 2000 and the Disability Act 2005. In addition, the institute will afford reasonable accommodation under this policy to any learner who can show due cause for same and who has appropriately sought, and received, the necessary permissions in advance as set out in this policy. The institute through this policy reaffirms its commitment to an equitable and open support for all learners. As a further implementation of its commitments, the institute hereby implements this Policy on the Recording of Oral or Visual Presentations. This policy is adopted to ensure that staff are aware of the legal situation and that students, in turn, understand their rights and obligations when considering whether to employ recording devices.

A presentation under the meaning of this policy refers to any lecture, tutorial, laboratory session, practical, or any other event that is delivered as integral part of, or support for, a programme of education or training devised or delivered by/or on behalf of Athlone Institute of Technology. This policy is also intended to govern all programmes that are delivered collaboratively or transnationally and where the partners concerned have agreed that the quality assurance standards of Athlone Institute of Technology will prevail.

Purpose of the Policy

The policy aims to support learners and lecturers through a clear policy that sets out when and where audio and/or visual recordings may be made.

Notwithstanding the determination to facilitate all learners with appropriate supports and reasonable accommodation, the recording of presentations can only be made under specified conditions and following from specific permission. In the absence of same it is the institute position to prohibit or limit audio and visual recording of classroom lectures and all other presentations in order to:

- respect the integrity and effectiveness of the classroom experience;

- protect students and faculty dignity and privacy;
- respect faculty and institute rights in instructional materials, intellectual property, and in order to ensure compliance with copyright law.

This policy applies to all lecturing staff and students in Athlone Institute of Technology including those with disabilities/specific learning difficulties. The policy is crafted in a manner that can ensure that the institute meets its obligations under the Equal Status Act 2000 and the Disability Act 2005 regarding equal access for students with disabilities and specific learning difficulties.

Policy Statement

Athlone Institute of Technology prohibits all recording and transmission of classroom presentations and discussions by students and staff except where recording of the lectures is required to grant equitable access of education to students with disabilities or specific learning difficulties (SpLD) or where there is due cause to offer such a facility and that such a facility has been previously requested, advised, and authorized. Such authorization can be obtained from the Student Services section. This meets the requirements under the terms of the Equal Status Act 2000 and the Disability Act 2005.

Students with disabilities and/or SpLD may register with the Disability & Learning Support Service (DLSS) where an audio recording contract will be available. The lecturer will be made aware that the student is recording the lecture but will not be given a specific reason without the student's permission. In order to respect the right to privacy of students, the lecturer should inform the student body that the lecture is being recorded.

While students are cautioned that lectures, demonstrations, performances, and any other course material produced by a lecturer remains the intellectual property of that lecturer, students are encouraged to make their own contemporaneous notes of classroom discussions, lectures, demonstrations, and performances in order to advance their own learning and to develop their own record for the purposes of private study. This normal process of taking notes is advised since this practice requires that students develop the ability to attend actively to the material under consideration and to summarize efficiently pertinent information in a coherent manner. The manner in which students may freely make such a record does not include electronic recording, either visual or audio.

The lecturer may at their discretion grant a student permission to record a presentation for other reasons that they deem reasonable. This must be agreed prior to the lecture; such an agreement must normally be recorded in writing. The only exception to this precept to this requirement is where circumstances dictate that a written agreement is not feasible but where both lecturer and student are comfortable to allow such a recording. In such cases, all students in the class as well as guest speakers and staff concerned must be informed that a recording is being made. A member of staff shall maintain the right to decline requests and audio and visual recordings must not be made by students unless consent has been given. Any authorised recordings may not be reproduced, transferred, exchanged, distributed, or displayed in any public or commercial manner. The recordings cannot be used for any purpose other than for study by the authorized student enrolled in the class. This means that such recordings are intended for personal use only and they must not be distributed further to any other party through any

medium except for the purpose of creating a single written transcription for sole use of the authorized student. Students may not record teaching sessions or lectures on behalf of anyone else.

The copyright of teaching materials remains the property of the institute. Students must destroy recordings at the end of the semester or year in which they are enrolled unless they receive the lecturer's or presenter's written permission to retain them.

In those circumstances where third-party material is employed substantially toward lecture and teaching materials, members of staff should specify restrictions on audio or visual recording and are encouraged to communicate any such restrictions at the start of individual lectures or entire modules if such an entire module contains significantly valuable and/or rare third-party copyright material.

Intellectual property rights within the contents of the lecture or teaching session or the lecture materials captured remain the property of the institute or of the third party, as appropriate. Ownership of these intellectual property rights is not altered should the presentation or any such session be recorded.

All members of the community are reminded that covert visual or audio recording of lectures or other teaching sessions is not permitted and will be treated as a disciplinary offence.

Exceptions

In some cases it may not be appropriate to give permission to record presentations, for example when considering patients in medical or clinical teaching or when confidential information is exchanged in counselling courses in which class members or others may share their personal histories.

No recording will be permitted of material where copyright is held by a third party, e.g. films and music.

The institute will employ its virtual learning environment to afford access to relevant class material for all registered students.

Information and Notification of Infringement

All students of the institute will be informed of this policy in the student handbook. Violation of this policy may result in disciplinary action.

All persons bound by these regulations must alert the office of the academic registrar on suspecting or becoming aware of an infringement under the terms of this policy. In the case of actual or suspected infringement of academic integrity, all persons bound by these regulations must comply with the instructions of the office of the academic registrar in order to minimise the impact and extent of the infringement. Any action will be entirely at the discretion of the institute.

laboratories, tutorials, presentations, performances, electronic (computer) information, the duplication of course material, and to the translation or transmission of recordings or transcriptions of any of these materials to another form by electronic or mechanical means. The Institute reserves the right to amend this policy in light of legislative and policy developments, in line with international best practice or on the basis of decisions taken by academic council and that staff and students should refer to the electronic version of this policy as promulgated on the institute's website to ensure that they have the most up to date version of the policy.

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Policy on the Recording of Oral or Visual Presentations

Appendix 1

Audio Recording Contract

Consistent with the policy on the Recording of Oral or Visual Presentations in Athlone Institute of Technology this is the contract that must be made and signed if a student wishes to have permission to make a recording of any presentation in conjunction with a programme or element delivered by AIT.

If there are particular reasons why you find it difficult or impossible to take lecture notes such as sensory (visual, hearing), physical or mobility disabilities, specific learning difficulties (dyslexia, dyspraxia, ADD/ADHD or Asperger's), or significant on-going illness, and therefore need to record lectures. You must contact the disability and learning support service in order to obtain access to this service.

In order for this support to be put in place, it is necessary to follow the following steps:

- Apply to the Student Services Department.
- Discuss with Students Services whether you are satisfied that lecturers be informed why you are recording lectures in order to help meet your learning needs.
(You need to confirm that you understand that the lecturer will have to be informed that you will be recording lectures, but that the lecturer will not be given the specific reason for this without your permission).
- Agree to destroy all recorded information at the end of the academic year, or when you have completed the course on which you are enrolled in AIT, unless specifically allowed by the lecturer to retain all recorded information.
- Ensure that you understand that all recorded lecture material is for the sole use of the student and cannot be shared with any other member of the student population or on any social media such as U-Tube, twitter, and Facebook.

Note:

The content of lectures remains the intellectual property of Athlone Institute of Technology. This understanding forms part of the agreement between you and the Students Services Department. Any breach of the above conditions will lead to disciplinary action on behalf of the college.

Declaration of understanding:

I request additional supports from Athlone Institute of Technology Student Services and understand my rights and responsibilities when recording lectures and agree to abide by the conditions as stated in the delivery of any such additional supports.

Student Name:	
Student Registration Number:	
Programme of Study:	
Year:	
Signature:	
Date:	
Disability & Learning Support Officer:	

*Dr Joseph Ryan
Academic Registrar
Athlone Institute of Technology
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