Section 3– Policies and Procedures associated with Quality in ICHAS			
Subject:	Procedures associated with Retention, use and Availability of lecture recording		
Date Approved by Academic Council:			July 2021
Policy Version	1/2021	Date due for Revision	July 2024
Parent Policy	Policy on Teaching and Learning		

Introduction

ICHAS makes lecture recordings available to students for studying and exam preparation purposes through the use of the Student Learning Management System, such recordings are not designed to replace live class attendance, rather provide students with an opportunity to view back a lecture they may have missed due to circumstances beyond their control.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Lecture	Make Students aware that the session is being recorded. Ensure the class is being recorded. Notify the IT department of any issues that may need to be edited prior to making the recording available to Students.
Learner	Must ensure recordings are only used for the intended uses. Ensure recorded material is not shared under any circumstances. Must make the lecturer aware, if they cannot attend the live class.
Information technologist	Make any changes required to the recording prior to posting on the LMS
Registrar	Responsible for reviewing any possible breaches of the code of conduct or availability and use of Recording breaches.

PROCEDURES

Participants engaging with recorded material are expected to show due regard to the rights of owner of this material and act in a respective and ethical manner. The following outlines the framework for the availability and retention of recorded material within the college.

- A distinction exists between synchronous class recordings and asynchronous recordings of teaching and activity sessions. Synchronous recordings will normally involve lecturer and student engagement in a live teaching session – asynchronous material will normally refer to pre-recorded content by the lecturer and without inclusion of others in the recording
- All recordings will be made available to students through the Student Learning Management System.
- Recordings are exclusively for pedagogical purposes and cannot be used for any other purpose.
- All recordings will be password protected and students will not have access to download recordings
- All learners will be informed at the start of the lecture, tutorial, or teaching session that a recording is being made.
- Recordings will pertain to individual modules and therefore only viewed by students registered to the particular modules.
- The College retains the right to make any recording unavailable at any time.
- Synchronous class recordings are not to be used to replace live class attendance, rather a means of providing students the opportunity to view a class where a class may have been missed.
- Synchronous class recordings will normally remain available on the LMS for the semester in which it is delivered, with the exception of in-class assessment which may be necessary for examination processes.
- For modules delivered on a linear basis across semesters, the same principles applied
- Recording for assessment purposes will be deleted at the end of the programme.
- Staff who wish to record guest lecturers/speakers must ensure that they have obtained agreement from the speaker(s) in advance and have written consent.
- Recordings will only be used for their intended use and will therefore not be in any other context. Any such sharing will be considered a disciplinary offence.
- Workshop based classes will not normally be recorded.

Learners

- 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.
- Students will be able to stream recordings of learning activities but will not be able to download recordings and view offline or distribute
- Learners are not permitted to make any unauthorised recordings of lectures, tutorials,

or other teaching sessions.

- Viewing the recording of a lecture, tutorial or other teaching session is not a substitute for class attendance, therefore normal attendance requirements will apply, and non-attendance may be deemed absence from the session.
- While attending a recorded lecturer students will adhere to the colleges code of conduct and the Policies and Procedures associated with engaging with the virtual learning code of Conduct.
- Where a breach of the Policy is suspected the College reserves the right to invoke Disciplinary Procedures in line with the procedures on breaches of the code of conduct which will vary depending on the nature and extent of the violation.
- Any breaches of these procedures can be reported to the Registrar.

Lecturer

- It is the responsibility of individual members of staff to ensure that the material used for teaching and learning activities is copyright cleared.
- Ensure that the class is being recorded where appropriate
- Make Students aware that the session is being recorded.
- Recordings will not be used for any purpose other than the immediate and stated pedagogical purpose including staff performance or management purposes.
- The lecturer retains the right to make the recording or parts of the recording unavailable at any time.
- Notify the IT department of any issues that may need to be edited prior to making the recording available to Students.
- Lecturers review their content annually and decide what to delete or keep for teaching purposes as part of the annual 'rollover'
- Lecturers are advised, if showing an extract of a video as part of a Synchronous class the lecture is required to pause the recording to abide by copyright regulations.

Linked Policies & Procedures

Linked Policies	Policy on the Code of Conduct Policy on the Code of Conduct for Engaging in the virtual learning environment Policy on supporting Student engaging with Virtual Learning Environment. Policy on Ensuring the Quality of the Blended learning environment Policy On Supporting Staff engaging with blended learning.
Linked Procedures	Procedures Associated with Breaches of the code of Conduct

	Procedures Associated with the code of conduct for Engaging with Virtual Learning Environment. Procedure Associated with assuring the Quality of the Blended learning environment Procedures Associated with Supporting Staff engaging with Blended learning.