



Title Classroom Recording Policy	Number: 112	Page: 1 of 2
	Date: 6/18/2020	

I. PURPOSE

The purpose of this policy is to define appropriate procedures for capturing, sharing, and protecting classroom recordings. If a student is identified or recognizable in an audio or video recording or image, this recording can be considered part of the student's educational record and is protected by the Family Educational Rights and Privacy Act (FERPA). This policy does not apply to recordings that include only the instructor.

II. SCOPE

This policy applies to students, faculty, and staff at the VSCS.

III. STATEMENT OF POLICY

1. Students shall be informed that they are being recorded and be given a chance to opt out. Students who choose to opt out shall be provided the same educational experience as students willing to be recorded. *See* sample advisory statement in section 6 below.
2. Classroom recordings may be made and/or used by an individual student with approved accommodations for a documented disability in compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and VSCS Policy 311 Nondiscrimination and Prevention of Harassment and Related Unprofessional Conduct.
3. Classroom recordings may be shared only with students enrolled in that class by posting a link to the recording in the Canvas (or current VSCS Learning Management System) site for that course.
4. Faculty shall provide students with guidance about appropriate use of classroom recordings prior to making the recordings available.
5. Faculty, staff, or students who wish to share a classroom recording publicly (e.g., YouTube or another openly accessible website), must obtain written consent from all students in the recording before making the recording publicly available.

6. Classroom recordings may be retained for a maximum of six months, according to the [VSC Records Retention Schedule](#).

IV. REFERENCES

- [Family Educational Rights and Privacy Act \(FERPA\) website](#)
- [VSC Policy 312 Compliance with the Family Educational Rights and Privacy Act \(FERPA\)](#)
- [VSC Policy 209 Records Retention Schedule](#)
- [VSC Policy 311 Nondiscrimination and Prevention of Harrassment and Related Unprofessional Conduct](#)
- [VSC Chancellor’s Procedures for Implementation of Policy 311](#)
- [VSC Policy 502 Computing and Telecommunications Technology Conditions of Use](#)

V. DEFINITIONS

1. “Classroom recordings” means photo images, audio recordings, or video recordings.

VI. SAMPLE CLASSROOM RECORDING ADVISORY STATEMENT

“Meetings of this class may be recorded and recordings made available to students registered for this class via a link in the Canvas course site. These recordings are intended to support student learning in the course and may not be reproduced, shared with those not in the class, or uploaded to other online environments. Students are expected to adhere to all relevant policies for appropriate conduct, including maintaining the security of their VSCS user ID and password per VSCS Policy 502 Computing and Telecommunications Technology Conditions of Use. Any student who does not wish to appear in such a recording should consult with the instructor.”

VII. IMPLEMENTING PROCEDURE

The Chancellor may establish and periodically update procedures for implementing this policy.

Signed by: _____ Sophie Zdatny, Interim Chancellor
--

Date	Version	Revision	Approved By
6/18/2020	1.0	Adopted	VSCS Board of Trustees