

Classroom Recording Policy

School of Data Science, Classroom Recordings, and FERPA (Family Education Rights and Privacy Act)

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Reason for Policy:

To protect the privacy of students (in accordance to FERPA) in audio/video recordings created by the School, and to provide process in which student informed consent is obtained.

Applies to:

All courses that are taken by students in the School of Data Science, and are supported by the School.

Policy Statement:

Consistent with University [policy](#), the School prohibits the recording or transmission of classroom lectures and discussions by students unless written permission from the Instructor has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur. The School of Data Science's policy is that recording of lectures, regardless of course format, is at the discretion of the instructor of record for the course, and solely for the purpose of instructing the course being delivered at the time of recording. Any usage and retention of the recordings outside of the version of the course being taught at the time of recording, must be permitted by the instructor (or the School, if permission cannot be obtained from instructor), with student informed consent, and School support, in compliance with University retention [policies](#).

If any student is personally identifiable in an audio or video recording of a class or other educational event, the images, audio or video, may constitute educational records under FERPA.

To ensure FERPA compliance, follow these acceptable practices:

1. Inform students that a recording is being made, and for what reason(s) the recording may be reviewed, and by whom. This should be done in the syllabus as well as in specific class sessions or prior to an event. FERPA applies equally to recordings made outside of a particular course, such as guest lectures or presentations.
2. Avoid recording students. If the recording (audio and video) includes only the instructor, it is not a student educational record and not subject to FERPA guidelines.
3. Should a student appear in a recording, limit access to the video to other students currently enrolled in the same class. Under FERPA, no additional student consent beyond the syllabus and notification in specific class sessions or prior to an event is required for this use of the educational record. Following the course, the portion of the recording containing student information should be maintained in accordance with current University record retention [policies](#).
4. If students will be permitted to review a recording in which a student is identifiable, the syllabus should prohibit student's capture or copying of the recording by any means, and sharing with others. Students violating this

prohibition may face honor or disciplinary actions. A sample statement for inclusion on a syllabus is provided below.

5. Should you wish to use the recording outside of the current course space (in any venue, including future courses), you may either:
 - a. edit the recording to remove any portion in which a student appears or blur the student's image and distort the student's voice. The recording will no longer be an educational record and therefore not subject to FERPA; or
 - b. obtain individual written consents from the students in the recording which allow use of this portion of the recordings. This can be requested of all students at the outset of a class or event. A template for consent for educational use is provided below.
6. If a student refuses consent, one of the following may be chosen.
 - a. It may be suggested to the student to choose to limit their participation in the recording by turning off their camera and microphone. Instant messaging participation may also be an alternative. Other identifiable information such as display IDs may be edited at the student's discretion.
 - b. Or, the School may decide, in its sole discretion:
 - i. to edit the recording(s) to remove any portion in which a student appears in order to blur the student's image and distort the student's voice.
 - ii. Or prohibit use and access to the recording.

Please note:

1. A student's consent to appear in a recording must be both informed and voluntary. The request for consent must inform the student of all of the intended uses of the recording. Voluntary means that a consent is freely given without persuasion or coercion and that the student receives neither advantage nor disadvantage by providing consent.
2. The student's consent must be in writing, signed, and dated. In addition, the consent must specify the records that may be disclosed, the purpose of the disclosure, and identify the parties to whom disclosure must be made.
3. Students who do not wish to appear in a recording must have the same educational experience as students willing to be recorded. Requesting that they not ask questions, or must sit in certain seats, is not appropriate.
4. If a student refuses to provide consent, a recording may still be made as long as it contains no record of that student, or, prior to use or distribution, is subsequently edited to remove any record of that student.
5. The practices here pertain specifically to FERPA related issues. Other considerations and constraints on use, such as guidelines relating to the use of Human Subjects for research, may still apply.

Recommended Syllabus Statement

Class Recordings

Consistent with University [policy](#), the School prohibits the recording or transmission of classroom lectures and discussions by students unless written permission from the Instructor has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur. The School may record meetings of this course. Any recordings will be available to students registered for this class. This is intended to supplement the classroom experience. Students are expected to follow appropriate university policies and maintain the security of passwords used to access recorded lectures. Recordings may not be reproduced, shared with those not in the class, or uploaded to other online environments. Doing so may constitute a breach of the Honor Code or Student Standards of Conduct. If the instructor plans any other uses for the recordings, beyond this class, students identifiable in the recordings must/shall be notified to request their consent prior to such use.

Related Policies: UVA policy on student recording of classes https://uvapolicy.virginia.edu/policy/PROV-008#Recording_of_Classroom_Lectures_and_Distribution_of_Course_Materials_by_Students

Language adopted with permission from William & Mary IT Department

Lecture Capture Consent Form

I, (the undersigned), understand that I am attending class sessions or events that may be audio or video recorded. I was informed or made aware of this by the instructor or by a university official before the start of the event. I hereby permit the School of Data Science and the University of Virginia to use and release educational records that consist of my voice or likeness as I participate in these classes or events. I consent to the use of these materials for educational purposes, including for institutional review of instruction and for education of other students. I understand only other University of Virginia students, faculty and staff will be permitted access to the recordings. I understand that I will receive no money or remuneration of any kind from the university related to this consent and release, or the materials covered by this consent or release.

I understand that my consent here is independent of and separate from any other directive or consent I may give to the University with regard to the release of my voice or likeness (such as for the release of Directory Information).

I understand my consent and release are voluntary and not a condition or requirement of my participation in this class or event.

I agree to the above terms

I do not agree to the above terms

Student name (please print) _____

Student signature _____ Date _____

[Students under age of 18 must have a parent or legal guardian signature.]

Complete this form and submit it to your instructor or to the university official hosting the event. The original form will be retained by the appropriate administrative office.