TITLE OF POLICY: CLASS RECORDING & USE OF COURSE MATERIALS

DATE APPROVED: MARCH 2012

POLICY:
If a student to photographs, films, or records audio of a school lecture or lab, the School of Education policies provide guidelines for such recordings to protect the privacy and copyright of individuals.

Why does this policy exist?
The policy is intended to protect and safeguard the following areas:

• Copyright interests of faculty and students who don't want their works to become part of the recording.
• Privacy of individuals who don't want to be recorded.
• Integrity and quality of the teaching and learning experience.
• Core academic values and processes of the School of Education.

The policy affects all School of Education students, faculty, staff, guest lecturers, and people using the School’s facilities. Below is a summary of the procedures for recording and distributing course presentations.

STUDENTS:
• Any student currently enrolled in a School of Education course may create recordings of the course’s presentation for their own use.
• Such students may provide a copy of their recordings to other students currently enrolled in the course for limited purposes regarding participation in the course.
• The designated recorder for a student with disabilities may create such recordings for only that student’s use.

FACULTY:
Any School of Education faculty or people directed by faculty may create and distribute such recordings if there is no conflict with other University of Pittsburgh policies.
SPECIAL CONSIDERATIONS:

If the recording captures sounds or images, the School of Education suggests the recorder give special consideration to securing both *privacy consent* and *copyright consent*.

Any other recordings or distribution not outlined above requires written consent from the instructors, presenters, and the Dean’s office.