

**UNIVERSITY OF PITTSBURGH  
SCHOOL OF EDUCATION  
ACADEMIC POLICIES AND PROCEDURES**

---

**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 to the use of non-commercial purposes regarding participation in the course.
- The designated recorder for a student with 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.