



SUNYADIRONDACK

Policy Title: Recording in Classrooms
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Category: Academic Affairs
Responsible Office: Academic Affairs

This policy applies to: Employees, Students

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Summary:

This policy establishes the prohibition of the audio recording of any classroom lectures, discussions or presentations, unless the audio recording is part of an accommodation coordinated through the Accessibility Services Office, a marketing and/or promotional piece coordinated through the Marketing and Communications Office, or unless the instructor chooses to allow such audio recordings and explicitly states so in the syllabus [see Attachment A]. Unless coordinated through the Accessibility Services Office or the Marketing and Communications Office, video recordings are prohibited due to the requirement to receive prior, explicit permission of all individuals captured by the video. Violations of this policy may constitute copyright infringement in violation of federal or state law, and may be subject to College disciplinary action.

Policy:

Students may not audio record any portion of a lecture, class discussion or course-related activity without the prior and explicit permission of the course instructor, unless the audio recording is part of an accommodation coordinated through the Accessibility Services Office. Permission of recording is not a transfer of any copyrights in the recording or related course materials.

Approved audio recordings are solely for the purpose of individual or group study with other students enrolled in the same class. Recordings cannot be reproduced, transferred, distributed or displayed in any public or commercial manner and cannot be posted on any website or social media site.



Video recordings are prohibited unless coordinated through the Accessibility Services Office or the Marketing and Communications Office.

Definitions:

College. Use of this term explicitly refers to Adirondack Community College and/or the College's legal acceptable short name, SUNY Adirondack.

Audio Recording. An audio replication recorded on devices including, but not limited to, audio recorders, cell phones, smart phones, digital cameras, media players, computers and other devices that record sound.

Video Recording. A visual, motion picture, replication that may or may not include audio, recorded on devices including, but not limited to, cell phones, smart phones, digital cameras, video cameras, media players, computers and other devices that record video and possibly sound.

Other Related Information:

Faculty Handbook

<N:\College Operations\Human Resources\Handbooks\Faculty Handbook>

Student Handbook

http://sunyacc.edu/sites/default/files/2018%20Custom%20Book%205.5x8.5_0.pdf

Processes and Procedures:

Instructor Allowed Recordings:

1. Instructors who choose to allow audio recordings will explicitly state so at the beginning of the semester/course by including the exact language provided in Attachment A in the course syllabus. This serves as notice to the students in the classroom.

Guest Speakers:

1. Instructors who have allowed audio recordings in their classroom will inform any guest speaker(s) that their presentations may be recorded by students attending the class.

Recordings as an Accommodation:

1. Students who receive approval for a recording accommodation will receive a letter in writing from the Accessibility Services Office to record any and all lectures as a reasonable accommodation in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.
2. The student is responsible for providing the recording accommodation letter to the instructor(s). The student cannot begin recording a class lecture until the letter has been provided.
3. Any questions from faculty regarding the letter should be directed to the Director of Accessibility Services.

Exception:

1. Recording in a classroom [audio and/or video] for marketing and promotion purposes, by authorized College staff and/or contractors is allowed, with the permission of the individuals captured, following the standard operating procedure of the Marketing Department.



Policy Violations:

1. If a suspected, unauthorized recording has been made or an improper use of a recording has occurred, an instructor will make a report to their Division Chair, who will notify the Dean for Academic Initiatives.
2. The Dean for Academic Initiatives will conduct an investigation in accordance with the Violations of the Code of Conduct policy located in the Student Handbook.

Forms:

There are no related forms relevant to this policy.

Authority:

Authority to Approve: Vice President for Academic Affairs
Responsible for Oversight: Dean for Academic Initiatives

History:

In 2017, the Executive Committee of the College Assembly charged the Administrative Affairs and Student Affairs Committees to research policy for student recording in class. The Committees provided policy recommendations that the College's legal counsel reviewed and provided guidance on. President's Staff reviewed the draft policy, which was provided to the Executive Council of the College Assembly. Governance feedback was returned from the Student Affairs and Administrative Affairs Committees. The feedback and revised policy were reviewed by President's Staff.

This is the first Recording in Classrooms policy. This policy was approved by the President on 2/13/19.

Review:

Annually in May.

Appendices:

None.



Attachment A

Language for Course Syllabi:

Audio recordings of class discussion, lecture or course-related learning activity are allowed solely for the purpose of individual or group study with other students enrolled in this class. Audio recordings must be destroyed at the end of the semester. Video recordings are prohibited unless coordinated through the Accessibility Services Office or the Marketing and Communications Office.