



Faculty of Medicine Policy

Policy Name:	Video Recording of Lectures
Application/ Scope:	UGME Students (MED I through MED IV) UGME Faculty and Leadership
Approved (Date):	
Review Date:	June 2014
Revised (Date):	
Approved By:	Faculty Executive Council 18 June13

1. **PURPOSE**

To provide guidance and expectations for the recording, storage, transmission, and deletion of lectures within OPAL.

2. **DEFINITIONS**

- 2.1 Recording -The term 'recording' refers to any audio or visual recording of a lecture or other teaching session using any type of audio or visual recording device.
- 2.2 Course Materials - Outlines, slides, PowerPoint's, readings, or other content made available to students by the instructor or through OPAL/D2L.
- 2.3 Copyright - Means the rights described in the Copyright Act (Canada), as amended from time to time.
- 2.4 Intellectual Property - Means Works or Other Intellectual Property.
- 2.5 Lecture - includes address, speech and supporting materials including images, audio and video recordings.

3. **POLICY STATEMENTS**

- 3.1 The University recognizes that students desire access to recorded lectures to support, and where possible augment, their learning. Although there are good academic reasons to record lectures, it is imperative that the protection of the intellectual and privacy rights of staff and students is also maintained. A careful balance of the relevant legislation concerning copyright and data protection including the principles outlined in the Freedom of Information and Protection of Privacy Act (FIPPA) and the Public Health Information Act (PHIA) is therefore required.
- 3.2 To increase student knowledge, enhance learning, and to sustain outstanding educational programs, recording of all lectures during the Pre-Clerkship phase of the medical curriculum will be conducted. Recordings will be intended for the exclusive use of students enrolled at the time of the recording along with the faculty and administrative staff involved in the delivery and administration of the block at the time of recording. Individuals, other than the intended users, must receive permission from the instructor in writing in order to access a recording.
- 3.3 Recordings are deemed as a vital resource for medical students as it allows for efficient use of time and provides an opportunity to go over difficult topics at one's own pace.

- 3.4 Registration as a student and attendance at or participation in classes and other Faculty and University activities constitutes an agreement by the student to the University's use and distribution of the student's image or voice in photographs, video or audio capture, or electronic reproductions of such classes and other campus and University activities. If any student in a class where such photographing or recording is to take place does not wish to have his or her image or voice so used, the student should raise the matter in advance with the instructor and appropriate Pre-Clerkship or Clerkship Administrator such that suitable arrangements can be made to accommodate.
- 3.5 The recording of lectures is entirely at the discretion of the individual instructor. A lecture is considered the intellectual property of the instructor, and copyright guidelines and regulations are considered to apply to recordings.
- 3.6 Students are not permitted to make any unauthorized recordings of lectures or teaching sessions.
- 3.7 Absent an instructor's express revocation of permission, in writing, the Faculty assumes that faculty members agree to the policy that their lectures may be recorded without additional authorization. Faculty members further agree that a prior recording of a lecture may be used in instances where an instructor is unable to attend a scheduled lecture due to unforeseen circumstances or illness.
- 3.8 The recording of tutorials, practical and laboratory classes and particularly sessions where other students are presenting or discussing topics is not permitted.
- 3.9 Recording of lectures or class presentations is solely authorized for the purposes of individual or group study with other students enrolled in the same class. Permission to allow the recording of a lecture is not considered a transfer of any copyrights in the recording. Recordings may not be reproduced or uploaded to publicly accessible web environments. Any recordings made are for personal academic use only. Public distribution of such materials constitutes copyright infringement which will be considered as a violation of federal and provincial laws, and University policy.
- 3.10 Students who are found to be contravening this requirement will be deemed to have committed an offence under the Faculties Charter on Professionalism. Violation of this policy may subject a student to disciplinary action.

4. **PROCEDURES**

GENERAL

- 4.1 The faculty administrative staff will ensure that each lecture will be recorded during the Pre-Clerkship phase of the curriculum unless otherwise directed. Recordings are intended for exclusive use by the students enrolled in the block at the time of the recording along with the faculty and administrators at the time of recording.
- 4.2 Instructors will be provided with this policy and an opt-out form prior to the commencement of each Block. Instructors who have multiple lectures in a block may specify different terms for different sessions as required. Instructors who do not wish to be audio or video recorded must submit the "Faculty of Medicine "Denial of Authorization to Record and Post Lecture(s)" to the Administrator, Pre-Clerkship no later than two (2) weeks prior to the lecture(s).
- 4.3 Recorded lectures will be posted on OPAL as soon as possible after the lecture is delivered. Instructors will have one week after the video is posted to ask that portions of the lecture be edited and/or removed. The recordings may only be accessed through the secure university-controlled OPAL site. The Faculty will take reasonable measures to prevent the inappropriate use of such recordings by individuals with access to the web site on which the recorded lectures are posted. Incidents of contravention of this policy will be communicated to the Faculty and Individuals affected as soon as they are identified.

- 4.4 All users of the recordings (students, faculty and administration) must agree to the terms and conditions outlined within this policy prior to accessing OPAL. Lectures and any information contained in recordings are protected under copyright laws and will not be copied, displayed, broadcast or published without the consent of the instructor and proper attribution.
- 4.5 Recorded lectures will be stored on OPAL for a period not exceeding two (2) years. During this time, recordings will be accessible exclusively to the students enrolled in the course at the time of the recording along with the faculty charged with delivering the lectures and administering the course at the time of recording. In instances where an instructor is unable to attend a scheduled lecture due to unforeseen circumstances or illness, a prior recording of a lecture may be used.
- 4.6 No recorded lecture material, university maintained or otherwise, may be shared with any individual or organization within or outside the Faculty of Medicine without prior written permission from the instructor. Recordings are for educational use only and are to be considered intellectual property and thus confidential.

5. **POLICY CONTACT**

| Program Manager, UGME



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DENIAL OF AUTHORIZATION TO RECORD AND POST LECTURE(S)

Reference: Faculty of Medicine Undergraduate Medical Education Video Recording Policy

I, _____, understand that The University of Manitoba (the "University") wishes to record and make lectures available through the curriculum and/or learning management systems such as the Online Portal for Advanced Learning ("OPAL") or Desire to Learn (D2L).

The provision of this "Denial of Authorization" form confirms that I do not wish to participate in the recording of the following lectures:

All Faculty of Medicine lectures for the next _____ years (i.e. 1, 2, 3)

OR

_____ given at the University of Manitoba on _____

(Course/Session Name) (List dates)

With exception(s) as follows:

This denial of authorization may be revoked by me on written notice, but such a revocation shall not impact the rights accrued prior to the revocation, including with regard to Recordings made prior to the revocation.

I have read and understand the above Denial and Waiver. I have been advised of my right to seek independent legal advice and consult with my union (if applicable).

Signed the ____ day of _____, 20____.

Signature