

# Max Rady College of Medicine Undergraduate Medical Education Policy

<b>Policy Name:</b>	Video Recording of Lectures
<b>Application/ Scope:</b>	Undergraduate Medical Education (UGME) Students, UGME Faculty and Leadership
<b>Approved (Date):</b>	September 2018
<b>Review Date:</b>	September 2023
<b>Revised (Date):</b>	September 2018
<b>Approved By:</b>	UGME Management Committee [April 23, 2019]

## 1. PURPOSE

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

## 2. DEFINITIONS

- 2.1 **Recording** - 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 through the Curriculum Management System /UM Learn.
- 2.3 **Copyright** - The rights described in the Copyright Act (Canada), as amended from time to time.
- 2.4 **Intellectual Property** – Works or other intellectual property.
- 2.5 **Lecture** - Includes address, speech and supporting materials including images, audio and video recordings. Lectures are referred to as "Whole Group Sessions" in the curriculum management system.
- 2.6 **Pre-Clerkship** – Year I and Year II of the UGME program.
- 2.7 **Clerkship** – Year III and Year IV of the UGME program.

## 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 are 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.
  - 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.

- 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. Students who are found to be contravening this requirement will be deemed to have committed an offence under the Max Rady College of Medicine Charter on Professionalism. Violation of this policy may subject a student to disciplinary action.
  - Students are not permitted to make any unauthorized recordings of lectures or teaching sessions.
- 3.2 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. To increase student knowledge, enhance learning, and to sustain outstanding educational programs, recording of most lectures during Pre-Clerkship will be conducted.
- 3.3 Recordings are 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 curriculum 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.
- 3.4 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.
- 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 Absent an instructor's express revocation of permission, in writing, the Max Rady College of Medicine 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, with approval from the instructor and relevant course leader, be used in instances where an instructor is unable to attend a scheduled lecture due to unforeseen circumstances or illness.
- 3.7 The recording of tutorials, practical and laboratory classes and particularly sessions where other students are presenting or discussing topics is not permitted.
- 3.8 Recorded lectures will be made available via the Curriculum Management System three (3) hours after the lectures are delivered. Lectures will not be livestreamed.
- 3.9 Instructors will have one week after the lecture video is posted to ask that portions of the lecture be edited and/or removed.
- 3.10 The recordings may only be accessed through the secure university-controlled Curriculum Management System site. The Max Rady College of Medicine 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.

- 3.11 All users of the recordings (students, faculty and administration) must agree to the terms and conditions outlined within this policy prior to accessing the Curriculum Management System.
- 3.12 Recorded lectures will be stored on the Curriculum Management System for a period not exceeding two (2) years. During this time, recordings will be accessible 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.
- 3.13 This policy will be reviewed on the first anniversary of its original passage and every five years thereafter.

#### 4. **PROCEDURES**

##### RESPONSIBILITIES OF STUDENT

- 4.1 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.

##### RESPONSIBILITIES OF THE FACULTY

- 4.2 Instructors who do not wish to be audio or video recorded in OPAL must, at least two (2) weeks prior to their lecture, complete and submit the Max Rady College of Medicine “Denial of Authorization to Record and Post Lecture(s)” form (Appendix 1) to the Program Administrator, Pre-Clerkship.
- 4.3 Instructors who do not wish to be audio or video recorded in Entrada must personally update video recording permissions within their Curriculum Management System (Entrada) account at least two (2) weeks in advance of their lecture.

##### RESPONSIBILITIES OF THE PROGRAM ADMINISTRATORS, PRE-CLERKSHIP/CLERKSHIP AND COURSE ADMINISTRATORS, PRE-CLERKSHIP/CLERKSHIP

- 4.4 Provide instructors with this policy and instructions for opting out of recording prior to the commencement of each course.
- 4.5 Ensure that each lecture will be recorded during the curriculum unless otherwise directed.
- 4.6 Upon receipt of completed Max Rady College of Medicine “Denial of Authorization to Record and Post Lecture(s)” form for OPAL (Appendix 1), update the instructor’s OPAL user preferences to remove video recording for the instructor.
- 4.7 Follow up with instructors if opt out of video recording occurs less than two (2) weeks prior to a lecture.
- 4.8 Notify relevant student course representatives of known changes to the recording status of lectures at least 24 hours in advance.

#### 5. **POLICY CONTACT**

Please contact Associate Dean, UGME with questions respecting this policy.