

2021

**GUIDELINES ON THE RECORDING OF
ONLINE CLASSES**

FOR FACULTY AND STUDENTS



FAR EASTERN UNIVERSITY

Guidelines on the Recording of Online Classes

In FEU, the recording of a class may be useful for students who are doing independent study but even for students who were in the class who may want to review what was explained, discussed, or said.

It may be used by both students and faculty as a tool to enhance and reinforce learning, especially when students are not able to attend class due to medical, personal, or internet connectivity reasons.

There is concern however, that making recorded lectures and slideshow notes public could be used for purposes other than learning.

Given this, the following guidelines are offered to ensure that the needs of teachers and students are met and that the principle of consent is respected.

One of the most basic principles regarding the recording of a private meeting, class, or conversation is that it should always be done with the knowledge and consent of its participants.

- 01** The recording of a class is not automatic. If there is a wish to record a class, a verbal request must be made prior to the start of the recording.
- 02** Students who do not want to be recorded may leave the class without detriment to the assessment of their performance for that day, provided they explain their non-participation to their teacher.

Teachers are expected to generally allow a recording of a class but, should they refuse, they should explain the reasons to the class and explain the reasons as well to their department chair.

03 All recordings of FEU classes are to be used by students solely for educational purposes. Students are encouraged to review the class recording prior to their being erased rather than downloading a copy of the recording.

- a** Classes that are recorded when the platform is Canvas is available for seven days from recording; and
- b** Classes that are recorded when the platform is MS Teams are available for twenty-one days from recording.

Nevertheless, should a recording of the class be downloaded, the recording should not be shared with people who are not officially enrolled in the class.

04 Students who share the recorded class, in part or in whole, with those who are not officially enrolled in the class will be liable for the violation of the privacy agreement. Students who use any part of the recording for purposes other than educational will also be liable.

05 Please ensure that slides shared in class are properly cited if taken from another source. Slides with the original work (word, ideas, images) of either the teacher or the student belong to them (person who created the work) and may be cited again, following the rules of fair use, provided the work is properly cited.



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