

# Recording Live Course Content Procedure

Navitas Pty Ltd  
ACN 109 613 309



## Document

<b>Document Name</b>	Recording Live Course Content Procedure
<b>Brief Description</b>	The purpose of this document is to convey required procedures to support the implementation of the Recording of Live Course Content Policy.
<b>Responsibility</b>	General Manager Quality, Risk and Compliance
<b>Initial Issue Date</b>	08/05/2020

## Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
08/05/2020	1.0	Initial Release	General Manager Quality, Risk and Compliance UPA

## Related Documents

Name	Location
Recording Live Course Content Policy	Policy HUB
Privacy Policy	Policy HUB
IT Acceptable Use Policy	Policy HUB

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## 1 Purpose and Scope

- a) The Procedure outlined in this document is intended to facilitate the implementation of University Partnerships Australasia's (**UPA's**) digital learning and teaching framework, inclusive of recording live course content as part of that experience, to enable both synchronous and asynchronous delivery and learning modes.

### 1.1 Purpose

- a) The purpose of this Recording of Live Course Content Procedure ("**Procedure**") is to set out the main processes to support the implementation of the *Recording Live Course Content Policy*.

### 1.2 Scope

- a) This Procedure provides detailed, specific and sequential information to all staff engaged in delivering course content and students enrolled in courses of study with a UPA College.
- b) It is standard practice across UPA that lectures and tutorials are recorded via Zoom and made available to students via the learning management system MOODLE.
- c) **Lecture/s** is the term used to cover/capture all learning and teaching activities undertaken as part of the digital learning and teaching experience.

## 2 Context

- a) UPA has implemented its digital learning and teaching campus, which includes the recording of synchronous sessions (lectures and tutorials) to complement face to face teaching as well overcoming issues around geographical time-zone differences.
- b) The digital learning and teaching campus is part of UPA's commitment to engaging students within their learning and improving students' access to learning resources.
- c) The increasing use of digital technologies to support and enhance the learning and teaching process has resulted in UPA integrating the following features into its digital learning and teaching environment:
  - i. Bringing students together via virtual classrooms (synchronous delivery), regardless of location;
  - ii. Recording of lectures and tutorials as standard practice;
  - iii. Enabling self-directed, flexible learning (asynchronous) for students unable to attend the scheduled Lecture due to time zone variations, approved absences or illness etc;
  - iv. Enabling learning on a variety of mobile devices e.g. smartphones and tablets to ensure access of learning due to a large variety of student circumstances;
  - v. Using a wide variety of digital learning and teaching strategies as part of ensuring student retention, engagement and motivation;
  - vi. Including multiple formative and summative assessments in different formats to assess the performance of learners and as a way to gauge learning and respond with further teaching support;
  - vii. Generating reports and analytics to determine and measure the:
    - ✓ effectiveness of the learning process;
    - ✓ the levels of student engagement;

- ✓ students at risk;
- ✓ attendance;
- ✓ student performance;
- ✓ completions;
- ✓ personalisation of learning for students at risk; and importantly,
- ✓ facilitate continuous improvement and the sharing of good practice.

### 3 Procedure

#### 3.1 Recording of Lectures and Tutorials – the College

- a) The Division has approved the use of audio and visual Lecture capture software to record lectures, tutorials and a range of other learning activities (**collectively called “Lectures”**) delivered as part of the digital campus experience for students.
- b) The use of lecture capture recording software e.g. Zoom, is approved for recording by staff.
- c) Staff are obliged to record Lectures through approved lecture capture software, in this case Zoom.
- b) Access to recorded Lectures will be available only to those Students enrolled in courses to which Lectures are recorded.
- c) Students must be advised at the commencement of:
  - i. **each trimester** that Lectures will be recorded; the lecturer is required to share this information by walking the group through the ‘*Information Collection Statement*’; and,
  - ii. **each individual Lecture** throughout the trimester with a **verbal warning** that the Lecture is being recorded and that students have the ‘opt out’ option.
- d) Students and staff are only permitted to use recorded Lectures for their own personal study and are not permitted to reproduce or distribute the recording to any other party through any other medium, including social media or online posting/communication.
- e) If a student has been granted formal permission to make a personal recording of a Lecture, the student must be reminded of the copyright and usage rules around this personal recording and, importantly the requirement to delete any recorded Lecture when use of the recording is no longer needed for study purposes.
- f) The College will make available the recorded Lecture on the approved Learning Management System (“MOODLE”) within 24 hours of the Lecture being recorded.
- g) Students must comply with:
  - i. any copyright or privacy warnings provided by the College in relation to the use of recorded Lectures;
  - ii. Division and College policies, procedures and guidelines that apply to the recording of Lectures.
- h) A failure to comply with Clauses **3.1g) i and ii** above, may result in disciplinary action being taken against the Student.
- i) Recorded Lectures will remain available to Students until the completion of the final exam period for that course, after which recorded Lectures will be archived and only available subject to approval.
- j) ***If a course is conducted over two successive trimesters, it is AFTER the FINAL examination period for that course that the archiving process will be triggered.***

- k) Lecturers may stop the recording of a Lecture at any time when they feel it is inappropriate to continue due to the behaviour of the students and/or the content of the Lecture.
- l) If the recording of a Lecture is stopped the Lecturer must inform the Academic Director by the close of business of the day on which the recording was stopped, of this with a clear explanation of why the recording was stopped and what steps are being taken to prevent such an event occurring again.
- m) Lecturers are permitted to edit a recording prior to release to make minor changes such as enhancing the quality of the recording and removing periods of non-communication or breakout room activity. Changes must be reasonable and appropriate.
- n) Intention to make substantial material changes must be approved by the Academic Director of the College in advance of any such material change being made.
- o) If any changes alter the substantive content of the material covered in the Lecture, Students must be advised of the change as soon as possible.

### 3.2 Recording of Lectures and Tutorials – by Students

- a) The Division and each College recognises that there will be rare circumstances where Students may need to record class activities on their own personal devices.
- b) Students who need to use a recording device in class must seek permission in writing from the lecturer **prior to the commencement** of the Lecture.
- c) Where the Student can satisfy the lecturer that their request meets the conditions set out below the lecturer should not unreasonably withhold permission.
- d) Any permission given to allow a Student to record a class activity will be subject to the following conditions:
  - i. The permission to record is given in writing and the student acknowledges in writing, that the conditions for permission to record will be adhered to;
  - ii. The recording on personal equipment is, under no circumstances, a method of avoiding engagement with the learning event by setting up a recording device and then absenting themselves from the class; a student being found to be doing this will be subject to disciplinary action;
  - iii. The recording is for the Student's personal use and will be used only for the purpose of studying or revising the material contained in the Lecture;
  - iv. The recording will not be distributed to any other party through any other medium, including social media or online posting/communication;
  - v. The recording of the Lecture does not cause any disruption to other Students or the lecturer;
  - vi. The Student acknowledges that the:
    - ✓ Lecturer is granting the Student permission to record a specific learning event;
    - ✓ College, and in some instances the Lecturer, own the copyright of the recording of the Lecture;
    - ✓ Any use by the Student of the recording outside the permitted use may constitute a breach of copyright, academic misconduct and may result in disciplinary action by the College against the Student.
  - vii. Recordings may not be used in any way to harm the reputation of the College, any Lecturer or Student whose comments are recorded;
  - viii. A student who has been given permission to record on a personal device and then abuses that privilege by using it to engage in bullying or harmful behaviour

to others will be subject to disciplinary action that could include termination of their course of study and/or legal action.

- ix. All recordings should be destroyed once the Student completes the final assessment for the course to which the recording relates.
- x. A member of the academic services team will confirm that all students granted recording rights have deleted the recording as per the timeframe noted in 3.2 d) x above.

### 3.3 Student recording of other types of teaching involving Student interaction

- a) Students who wish to record teaching sessions that involve Student interaction such as tutorials or laboratories must seek permission from the Lecturer/Tutor **prior to the commencement of the class**.
- b) The Tutor will advise the other Students in the class, in advance that this permission has been granted and seek their consent.
- c) A Student will only be permitted to record the session if the consent of all other Students in the class is obtained.
- d) The conditions set out in Clause 3.2 d) above apply to the recording of all modes of teaching.
- e) If permission is granted to record the tutorial, the Lecturer/Tutor may direct the Student to stop recording at any time during the teaching sessions if the Lecturer/Tutor or a Student requests that the recording be stopped.
- f) A failure to comply with Clauses 3.1 f) or 3.2 d) of this Procedure may constitute misconduct and result in disciplinary action being taken against the Student.

### 3.4 Copyright

- a) The College has approved the following copyright warning:
  - i. Copyright in these lectures is owned by the College and sometimes by the Partner University (if owned by the Lecturer this will also be acknowledged);
  - ii. The materials contained in this Lecture may only be used for your personal study;
  - iii. Any use of this material for any other purpose or distribution of this material without the College's express permission will infringe the copyright; and,
  - iv. Students are not permitted to record this material on personal devices without first obtaining permission from the College.
- b) Staff presenting Lectures, which will be recorded by the College are required to attach the copyright warning to all materials presented during the Lecture and to verbally advise Students of the College's position on the recording of Lectures.
- c) A failure to attach or verbally provide the copyright warning does not constitute any waiver of the College's position and all Students will be bound to the terms of this Policy regardless of whether a copyright warning is attached to material.

### 3.5 Process Map

- a) See Appendix 1

## 4 Responsibilities

- a) Each of the positions involved in implementing and achieving Procedure objectives and carrying out procedures are clearly described here.

Action Item	CEO UPA	L and T Services	CDP	QRC Managers	Academic Director	Academic L/Ship	Academic Staff	GMQRC	Academic Board	All
Maintaining Procedure Documentation	I	S	I	S	C	C	S	A/R	I	
Advising Teaching Staff of Procedure for Recording Live Course Content	I	C	I	S	A	R	I	S	I	
Providing Professional Development to Staff on recording live course content	I	S	A	S	R	R	S	C	C and I	
Providing Learning and Teaching Plan to Academic Staff	I	C	I	S	A	R	I	I	I	
Preparation for delivery in a digital learning and teaching	I	C and S	A	S	R	R	S	S	I	
Advising students that lectures and tutorials are being recorded	I	I	A	S	A	R and A	R	C	I	
Advising students of copyright obligations	I	I	A	S	A	R and A	R	C	I	
Advising students regarding the rules around personal recordings of live course content	I	I	A	S	A	R and A	R	C	I	
Recording the lectures and tutorials	I	I	A	S	A	R and A	R	C	I	
Approving substantive changes to recordings prior to uploading	I	I	A	S	R	S	I	C	I	
Advising students recordings are available	I	I	A	S	A	R and A	R	C	I	
Securing consent from U/18 students and their parents and guardians	I	I	A	R	A	S	S	C	I	
Advising students recordings are not available	I	I	A	S	A	R and A	R	C	I	
Archiving lectures after final assessment of each unit of study	I	S	A	S	A	R and A	R	C	I	
Advising students of obligations to delete personal recordings of live course content	I	I	A	S	A	R	R	C	I	
Ensuring that this process is implemented effectively and renewed to support changes in operating environment										R and A

R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed.

## 5 Definitions

- a) Unless the contrary intention is expressed in this Procedure, the following words (when used in this Procedure) have the meaning set out below:

<b>Term</b>	<b>Meaning</b>
<b>Learning Management System (LMS)</b>	Means the education software used by the Division for the documentation, administration, reporting, tracking and delivery of an educational program.
<b>Lecture</b>	Means all learning activities and events inclusive of formal lectures; tutorial; group-work; break-out sessions; presentations (by students); guest speakers etc
<b>Tutorial</b>	Means smaller groups of students undertaking detailed discussion of lecture content and assessment, as well as presentations and debates around themes and concepts related to the course.
<b>Company</b>	Means Navitas Pty Ltd ACN 109 613 309 having its registered office at Level 8, Brookfield Place, Perth, 6000.
<b>Group</b>	Means the Company and all of its subsidiaries.

## 6 Review

- a) This Procedure is tested and reviewed annually by the General Manager, Quality, Risk and Compliance (UPA) in line with the IT Security readiness schedule] and any changes to the regulatory compliance requirements, legislation, regulation and guidelines.
- b) This review process aims to ensure alignment to appropriate strategic direction and continued relevance to Navitas' and UPA's current and planned operations.

## 7 Records Management

- a) All records in relation to this document will be managed as follows:

<b>Record type</b>	<b>Owner</b>	<b>Location</b>	<b>Retention</b>	<b>Disposal</b>
Procedure	GM Quality, Risk and Compliance UPA	Policy HUB	One Year	Once reviewed and replaced it will be archived in the Policy HUB

8 Appendix 1: Process Flow Recording Live Course Content

