

Policy Name:	Student Recording & Transcription Protocol		
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Policy Statement

This policy is intended to describe the steps a student is required to take in order to be permitted to take a recording during a teaching & learning experience at NSCAD University. It applies to all students registered in courses at NSCAD University and applies to all types of recording content such as transcription, audio recording, image taking, video recording, etc. It applies in all teaching & learning contexts.

Reason for Policy

NSCAD University recognizes there are several reasons why students might wish to record lectures or tutorials/ demonstrations to support their learning. NSCAD University also recognizes that instructors and students may have many important concerns about recording in the classroom. This Classroom Recording Protocol sets out the conditions under which students may make and use recordings. It clarifies staff and student responsibilities around recording to ensure that NSCAD University is meeting its obligations under its own policies, existing copyright and data protection legislation, its staff members, and to its diversity of learners.

Protocol Applies to

This protocol applies to all **students** who wish to record a lecture or demonstration as a learning aid. This protocol intends for the classroom and studio spaces at NSCAD University to remain safer spaces for the discussion of potentially controversial or difficult topics and it intends to protect the academic freedoms of instructors and students. The protocol lays out the practical guidelines for recording **instructor-led learning experiences** and limits the recording to prohibit recording when more student engagement may take place.

Note:

*Guidance and assistance in creating and managing **instructor-made recordings** is provided by NSCAD Multimedia-Learning Commons and the Director of Teaching & Learning. Please note that an additional recording protocol for instructor-initiated recording is forthcoming. The current protocol is directed toward students requesting recording/transcription privileges in their classes.

Who Should Read this Policy

All members of the university engaged in teaching and learning within NSCAD university classrooms, studios and any other learning spaces.

Contacts

Academic Dean: dean.academic@nscad.ca; Director, Teaching & Learning: tldirector@nscad.ca.

All policies are subject to amendment. Please refer to the NSCAD University Policy website (www.nscad.ca) for the official, most recent version.

Definitions

For the purposes of this protocol:

Instructor-led learning experiences: refer to lecture-based and tutorial/demonstration learning experiences in any classroom modality (online, in-person, hybrid, etc.), where an instructor or technician is leading an instructional session. These exclude student-centered learning experiences as defined below.

Student-centered learning experiences: refer to seminars, student-led presentations, critiques and other forms of student-led or student-centered small group teaching.

Instructor: refers to any staff member involved in teaching and learning, including technicians.

Student: refers to any person registered as a student in a course at NSCAD University.

Recording: refers to both **audio & video/image recording** in any instructional context (online, hybrid, in-person classes).

Transcript: refers to the written or printed version of materials originally presented in a verbal medium.

Employer: refers to NSCAD University.

The Policy

1. Permission/Consent

1.1 Any student may ask to record an instructor-led learning experience, by consent of the instructor. Consent may be gained verbally, or in written form by e-mail. The instructor should clearly indicate how they prefer consent to be sought, preferably in writing on the course outline.

1.2 The frequency of instructor-granted permission depends on the individual instructor. Students are required to ask their instructors how often permission to record should be sought (i.e., at the beginning of every class, at the beginning of the term, etc.). Instructors should also indicate their preferences on the course outline.

1.3 A request to record/transcribe **does not** apply to **student-centered learning experiences** such as seminars, student-led presentations, critiques and other forms of small group teaching where there is significant student contribution. Student-made recordings are **not permitted** here.

1.4 If instructors permit recording/transcription in every session, a notification must be made at the beginning of every class to remind participants a recording/transcription is taking place.

1.5 Permission to record/transcribe can be revoked by an instructor at any time.

1.6 Permission to record/transcribe cannot infringe upon individual privacy rights. Individual students have the right to request recording/transcription to stop if they do not want their personal contributions recorded. This request applies to all students, including students in receipt of disability-related note-taking accommodations.

1.7. Permission to record/transcribe instructor-led learning experiences may be revoked where third party or clinically, culturally or commercially sensitive material is being used, for which recording/transcription is expressly forbidden, inappropriate, culturally sensitive, or would breach a third party's right to privacy or data protection.

1.7.1 Where this is the case, the instructor should advise all students that recording is prohibited at the beginning of the learning experience, and grant permission to record all parts of the learning experience where such material is not in use.

1.7.2 Students with relevant accessibility accommodations should be given access to any licensed, clinical, culturally or commercially sensitive material in an alternative and appropriate format where this is feasible and deemed to be a reasonable adjustment by the instructor or relevant staff member (i.e., Accessibility Advisor, Library staff or Multimedia).

2. Intellectual Property & Copyright

2.1 Class recordings are the intellectual property of the copyright holder, primarily classroom/studio instructors, as outlined in Article 27.05 in the FUNSCAD I Collective Agreement between the Board of Governors of the Nova Scotia College of Art and Design and the Faculty Union of the Nova Scotia College of Art and Design.

2.1.1 The principle of intellectual property outlined in item 1.1 also applies to other speakers (i.e., guest lecturers) and student presenters within this protocol.

2.1.2 The information in the recording remains the intellectual property of the copyright holder, i.e., the instructor, NSCAD University or any others connected with the content once a recording/transcript is made. Ownership of the information does not transfer to the student making the recording/ transcript.

2.2 The Employer (NSCAD University) shall not use or review any stored recordings for any purpose without written permission of the employee as outlined in Article 27.03 of the FUNSCAD I Collective Agreement.

2.3 Recorded information is protected under federal copyright laws and may not be shared or quoted without the explicit consent of the recorded person(s). The use of a student's classroom recording is limited to private study by the student. Any other use, sharing, uploading, duplication or transmission without permission of the copyright holder is infringement and could result in damages owed to the copyright holder.

2.4 Manipulation/editing/remixing or any other alteration to the recording/transcript may only be made for study purposes and never distributed to others.

3. Data Management and Distribution

In all instances where recordings/transcriptions are made, the following conditions apply:

3.1 Any recording/transcript made by a student is solely for the personal academic use of the student.

3.2 Recordings/transcripts must be recorded and stored using NSCAD supported tools, including but not limited to Microsoft Office Suite (Teams, OneDrive, etc.), Brightspace, Padlet, and other available institutional software. Students have access to 100GB of storage within their institutionally provided MS license.

3.3 Video recording devices in an in-person learning environment must make every effort to exclude fellow participants from the image. In online environments, participants have the option to turn their cameras off if they wish to avoid being recorded or to ask for the recording to be paused while they contribute.

3.4 Any recording/transcripts made must be deleted once the course in which the recording/transcript was made has ended, unless additional permission has been granted by the person(s) recorded.

3.5 Recordings/transcriptions must **not** be reproduced, shared, uploaded, or made public, either within or outside of NSCAD University. This means students must not give whole or partial recordings/transcripts to others, upload them to file-sharing sites, post them to social media, or share them in any other way.

3.6 Unauthorized sharing may render those responsible liable for civil and criminal penalties for violation of copyright laws and/or breaching the privacy of staff or fellow students.

4. Compliance Statement

4.1 Failure to comply with the conditions of this Class Recording/Transcription Protocol (for example, by sharing a recording of a learning experience with others without appropriate consent), will be considered a serious violation of NSCAD University's Policy on Academic Integrity, Charter of Student Rights and Responsibilities, Respectful Workplace and Learning Environment Policy and any other relevant policies.

4.2 A breach of above policies will be dealt with externally from the classroom and the instructor by the staff members responsible for the policies that have been breached.



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