

Digital Education Recording Policy – Guidance for Staff

This page summarises the College's Digital Education Recording Policy regarding recordings of teaching / learning materials. Please note that this guidance document is not a substitute for the full policy which you can view [here](#). The policy has been developed following consultation with both staff and students.

The policy considers three situations:

Lectures – are defined as oral delivery of information, background, theories, equations and include critical analysis of this material and its application to problems. This is typically supported by written or projected text and diagrams (handwritten or previously assembled), videos and demonstrations. Lectures may be given live or pre-recorded (including material for blended or flipped learning). The Digital Education Recording Policy consultation indicated that students value recordings of lectures to revisit difficult or complex concepts, to improve their lecture notes and for revision. Recordings also allow students to access the material of lectures given as part of that Course irrespective of the time zone where they are living. The general principle of the policy is that all lectures will be recorded.

Other teaching – seminars, study groups, tutorials and lab classes – are more active styles of learning involving discussion, peer-to-peer assistance, problem solving, interactive questioning or learning by investigation. The Digital Education Recording Policy consultation indicated that students and many staff were concerned that recording of highly interactive teaching, particularly when in smaller groups, might inhibit students from contributing, reducing the educational value of such sessions. The general principle of the policy is that other teaching will not be recorded.

Assessments – The general principle of this policy is that recordings of Assessments should not be made. Recordings of Assessments may be made where they are required to meet the learning outcomes. Examples of such Assessments could include: group presentations, design pitches etc.

If a teaching session contains a blend of both lecture and other teaching, the defaults described above will apply to the relevant parts.

The policy explains how, if in the lecturer's judgement, the default digital recording position for an activity in a module needs to be changed, this might be achieved following consultation with students to reach a collective decision. This decision should be guided by the need for students to have access to recordings to meet the learning outcomes of the module

The various copyright and performance rights generated by a recording are complex and are summarised in the Table of Rights. While the College may, if it is the "producer" of a lecture recording, own rights in the recording itself, this does not mean that the College owns rights in the underlying lecture script or lecture / teaching materials. Indeed, in recognition of the skill and effort of lecturers in producing high quality teaching material for students, the College, in keeping with the College's [Intellectual Property \(IP\) Policy](#), generally waives any claim it might have to copyright in underlying teaching materials including the spoken words of the lecture. In a collaborative spirit, the respective rights holders agree to provide the necessary consents or licences to the College so that the College can use the recordings for the defined purposes outlined in the policy.

As the lecturer you agree under the College's IP Policy to grant the College a non-exclusive licence to use teaching material created by you for the purpose of teaching and research by the College. The Digital Education Recording Policy narrows this licence in respect of recordings of such teaching materials so that the College cannot use such recordings for general teaching and research purposes but strictly for the purpose of making the recording available to registered students on the relevant module only. In other words, recordings of teaching material and lectures can only be used for teaching the College's registered students on the relevant module, and the licence does not extend to any use for non-registered students. Teaching material is considered to include both digital and hard copy materials.

This means that while you as the creator of the lecture or teaching activity will continue to own the underlying materials in any recording of the same and may use them elsewhere, the recordings containing the underlying teaching materials will be used for the purposes they were designed for as outlined in the policy. This licence to the College continues even if you leave the College. The policy limits usage of recordings to the cohort of students for which the material was originally created. Use in other Modules or otherwise is at your discretion as the Lecturer who prepared the material. The

College must make a separate agreement with you to use the material for any purpose other than teaching its own registered students, for example for commercial use or outreach purposes.

Where a recording is to be made in accordance with the policy, students' consent is not required, provided that they have been: (a) notified that the session will be recorded, and (b) informed of what action, if any, they may take to avoid being recorded. This may entail either being seated in a particular part of the room, or turning off their camera/microphone for virtual sessions.

Lectures may contain materials (images, videos, text etc.) where the rights of these materials belong to someone other than yourself (third party copyright). Guidance on the use of third party materials is covered in [the Library Services Copyright Guidance Webpages](#). If you want to make your teaching materials or lecture recordings openly available on the internet then you need to seek permission to reuse any copyrighted materials. College licences only cover use by Imperial staff and students.

Some important exceptions apply (e.g. for 'fair dealing'/'fair usage') in the same way as they would in a live lecture. Access to recordings is best provided via the College's Virtual Learning Environment (VLE), currently Blackboard, or by other College-authorized restricted-access platforms or VLEs as these platforms are available on-line to all students and use of recordings in this context is more likely to meet the fair usage requirements for third-party copyright.