

POLICY: **Use of Audio and Video Recording Devices in Classrooms**
APPROVED BY EXECUTIVE COMMITTEE: **December 17, 2014**
SUPERSEDES POLICY: **Electronic Devices in Classrooms December 17, 2008**

PURPOSE:

Sault College recognizes that students may need to use audio and video recording devices to retain classroom instruction. At the same time, Sault College acknowledges that students and professors have the right to privacy in the classroom environment.

SCOPE:

This policy addresses use of all audio and video recording devices in the classroom by any student, including provision for students with documented disabilities.

PROCEDURE:

- i. Students who wish to use audio and video recording devices in the classroom will seek permission of the faculty member before proceeding to record instruction.
- ii. Students with disabilities who require audio or visual recording devices in the classroom as an accommodation will receive approval from their counsellor once this policy has been reviewed by the student. The faculty member will receive notice of the accommodation through the faculty memo from the counsellor.
- iii. The use of audio and video recording devices during an evaluation session is not permitted unless the faculty member has approved its use.
- iv. Students who have been authorized to record classroom instruction are permitted to retain their copies indefinitely. Students are responsible for the safe keeping and integrity of the College's intellectual property.
- v. Unauthorized use of audio and video recording devices in the classroom may result in a Student Code of Conduct sanction being issued to the student.
- vi. Recorded classroom instruction will be used only for individual academic use and will not be used for any other purpose. Recordings may only be used for individual study of materials presented during class and may not be published or distributed. Intentional misuse of audio and video recordings or intentional misrepresentation when requesting the use of a device for recording shall constitute a violation of this policy and laws protecting intellectual property.

Audio and video recordings are intended only for the individual student for academic purposes. Current and former students are hereby notified that any dissemination, distribution or copying of such recordings are prohibited without the express written permission of the College.

Related Documents

Student Code of Conduct