

Information on Classroom Recording Statement in 1st Day Handout

****Faculty - Choose one of the three options below****

1. Provide a Classroom Recording Policy **when recording is permitted** – sample below

Classroom Recording Policy – Recording Permitted

Classroom activities may be recorded by a student for only their personal educational use or for an educational use by other students presently enrolled in the class. The recording may not be further copied, distributed, published or used for any other purpose without the express written consent of me. All students are advised that classroom activities may be recorded by students for this purpose.

2. Provide a Classroom Policy **when recording is not permitted** – sample below

Classroom Policy Prohibiting Recording

No student may record any classroom activity without express written consent from me. If you have (or think you may have) a disability such that you need to record classroom activities, you should contact Learning Support Services (LSS) to request an appropriate accommodation. Until I have been provided a copy of the approved accommodation by LSS or yourself, recording is not permitted.

3. No classroom recording policy listed in the First Day Handout.

If you do not include a statement on a Classroom Recording Policy then by default, recording is permitted.

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## ***Further recommendations based on your choice above.***

- For option 1 or 2, in addition to including the Classroom Policy on your first day handout – also discuss it on the first day – this is recommended to ensure that your policy is distinguished from other classes that may have a different policy.
- If you choose a classroom policy prohibiting recording, this information must be available to the student when the class begins.
- For option 2 prohibiting recording - include information in your First Day Handout on how you will handle the situation if a student is discovered recording. (Example: 1<sup>st</sup> time a warning, 2<sup>nd</sup> time excused from class for day and loss of points, 3<sup>rd</sup> time referral to divisional dean). Note: Classroom Recording Policy falls under a category of student violations that are managed through the instructional area. It is recommended that you report violations and sanctions of your Classroom Recording Policy to your divisional dean. The maximum penalty you can prescribe is a withdraw or fail in the class.