

Guidelines for students on recording teaching

Introduction

These guidelines cover students recording audio and taking photos of teaching materials during timetabled sessions. These guidelines do not cover students who may have learning contracts specifying additional support needs. In this document, 'you' and 'your' refer to enrolled students on taught courses delivered at Sheffield Hallam University.

You may find it useful to record teaching sessions so you can revisit and reflect on ideas and concepts discussed with the session, supplement and develop your notes, or revise for assessments. This may be particularly valuable to you to support specific accessibility or educational requirements, or if English is not your first language.

These guidelines set out what you can and cannot do when recording teaching content using personal devices such as mobile phones. This includes content delivered solely by the teacher such as a lecture, but could also include group discussions and other interactions. However it is worth noting that some teaching activity and content are less suitable for recording, and there are times that it could potentially interfere with the teaching activity itself. In these circumstances, lecturers may instruct you not to record a specific activity or, potentially, at all in a module.

Failure to adhere to these guidelines constitutes a breach to the Student Code of Conduct, and could lead to further action by the University under the Disciplinary Regulations. It is therefore your responsibility to ensure you are aware of, and adhere to these guidelines for making and using recordings.

Guidelines for recording teaching

You may:

- Make audio recordings of any timetabled teaching session you attend at the University
- Photograph visual materials and artefacts (e.g. presentation screens, whiteboards, flipcharts) from those sessions

- Use your own devices to make the above recordings. This should be done in an unobtrusive manner but visible to others (e.g. by placing your phone in front of you on the desk)

You must not:

- Record during sessions or parts of a session where the lecturer has notified you that recording is not permitted
- Record videos or photograph individuals without the explicit permission of all staff and students whose image would be recorded
- Record the contribution of students who object to being recorded
- Record a guest speaker unless the module leader has notified you that recording is permitted

Where you wish to record a learning and teaching activity that is not timetabled (such as group work outside of class), you must seek permission from all those being recorded first.

Where you wish to record a learning and teaching activity when not on University premises (such as during placement), you must seek advice from a local supervisor/mentor to understand the local rules around recording before undertaking any such recording.

Guidelines for use of recordings

Where you have created recordings of teaching sessions as stated above, the following guidelines govern how you can use these recordings:

- Recordings are for personal study use only.
- Recordings must not be shared with anyone, in full or in part, either by giving the recording file or playing the recording. This includes posting recordings online on any website, such as Facebook or YouTube.
- You must delete any recordings once you are no longer enrolled at the University.

Staff members may also provide you with recordings they have created. Unless the staff member specifies otherwise, the above guidelines for the use of recordings also apply.