

 ASSINIBOINE COMMUNITY COLLEGE Policies and Procedures	# pages 1 of 8	Number Also refer to policy F30 G56
	Originator General - VPA, Facilities, Computer Services	
Title Use of Recording Devices	Effective date July 1, 2011	Replaces New

Purpose:

Communication and recording technologies have become ubiquitous and pervasive. How our college is perceived both on and off campus is important to maintaining good relationships within the college, the local community, and the world at large. The purpose of this document is to outline expectations of staff, students, invited guests, visitors and others using recording devices within Assiniboine Community College (ACC) buildings and grounds and/or at ACC sanctioned events.

This document provides guidelines for the appropriate, respectful and ethical use of recording devices by ACC staff and students, and the general public in ACC premises.

The following areas are of particular import:

- Consent
- Instructor generated materials
- Accommodation needs of students
- Showcasing instructor and student work
- Copyright and privacy laws
- College recording of locations, situations and people for the purpose of ensuring a safe and secure environment for staff and students.

Policy:

This policy includes the following recording devices;

- Analog, digital, electro-mechanical and chemical recording devices currently available
- Analog, digital, electro-mechanical and chemical recording devices that may be developed in the future
- Analog, digital, electro-mechanical and chemical recording devices, whether personally owned or college owned that are used within ACC buildings and grounds or at sanctioned events.

Note: Examples of recording devices include, but are not limited to, film cameras, magnetic tape players, audio cassettes, digital cameras, video cameras, camcorders, mobile communication devices such as cell phones and tablets with built-in cameras and microphones, computers with image, voice and screen capture software.

All ACC staff and students share a responsibility to ensure that the *Use of Recording Devices* policy is understood and implemented.

ACC staff and students share responsibility for ensuring that all members of the public who have contact with ACC are treated with respect and dignity.

Faculty are expected to help students learn professional behavior by acting as role models and by ensuring that all students are made aware of the *Use of Recording Devices* policy (GXX), the *Acceptable Use of Computer Resources* policy (G49), the *Loan of College Equipment* policy (G39), and any additional policies appropriate to each school and program.

To this end:

- Students and staff must be made aware of all college policies relevant to the use of recording devices, their content and location.
- Orientation activities must be planned by each school to give new students and staff an opportunity to ask questions and become familiar with these policies at the beginning of term.
- Schools must ensure students sign off that they have read and understood the appropriate policies, and that they agree to conform to all college policies while a student at ACC.

Expectation of Proper Conduct

All employees, contractors, students, guests, visitors, and any other person permitted to use ACC resources are expected to conduct themselves in a mature, responsible, respectful and ethical manner that contributes to a positive learning and working environment within ACC buildings, grounds, and events.

To this end:

- When using information collected via recording devices that has the potential to be viewed or heard by persons beyond the classroom, the expectation of proper conduct and consent is to request permission prior to capturing and publishing recorded material. This expectation of proper conduct and consent exists for both privately owned and college owned recording devices used within ACC buildings and grounds, and at college events.
- Unauthorized Internet posting of materials generated within the college is not allowed. ACC strictly prohibits unauthorized posting of images, video, audio, data, classroom activities, or other college material to any public Internet site.
- The members of Management Council are authorized to grant permission to post materials to the Internet. An approved *program posting policy* (reference Appendix 3 - Web Design and Media Production programs) will serve to meet the intent of granting permission.

Acceptable Use

The use of recording devices to facilitate specific instructional and administrative objectives is permitted so long as it conforms to college policies and the law. Staff, students, invited guests, visitors, and others may use recording devices in support of their studies, approved duties, or approved activity as defined within the purposes of their visit.

Use deemed acceptable must:

- Comply with all relevant college policies, Federal and Provincial law, regulations and contractual obligations.
- Be recorded for non-commercial purposes and business purposes except when such activity has been sponsored or sanctioned by the college.
- Not prevent or hinder others from carrying out their approved studies or assigned duties.
- Not violate others rights, including the right to privacy.

Instructor Generated Materials

Instructors may record, edit, and broadcast content that is appropriate for their school or program provided such content is congruent with the objectives stated in their course outline.

Verbal permission will be deemed sufficient when recording an individual class or learning activity for use within the classroom.

Instructors must obtain written consent from students if their images will be captured and transmitted beyond the immediate classroom; e.g. by agreeing to do so when logging into a workstation, or by signing a permission sheet upon entry to the classroom.

A student has the right to withdraw permission to capture and transmit his/her image beyond the classroom but this must be given to the instructor in writing and occur at the time of capture of the material.

Student Accommodation

Students have the right to participate fully in all programs, without barriers. Recording devices and other assistive technologies can increase student access and success.

Where required for accommodation purposes (reference policy A3 – Academic Accommodations), students will be permitted to use recording devices in order to facilitate access to lectures or other learning resources.

To this end:

- Students must request permission from the instructor once at the beginning of a course before using recording devices to record a class, presentation, interview or similar educational activity for personal use.
- Permission to record does not extend to others who may be present. Additional permissions may be required.
- Verbal permission will be deemed sufficient when recording an individual class or learning activity for

personal use.

- The use of the recorded information is for the sole use of the student and/or tutor and may not be shared with, or distributed to other persons in any manner unless agreed upon by the instructor.
- Permission for ongoing storage of the recorded material does not extend beyond the end date of the course unless agreed upon by the instructor.

Showcasing Student and Instructor Work

Student and instructor work showcased to the public requires careful documentation of copyright materials and individual permissions.

To this end:

- Showcased work must not contain media, documents, images or copyright materials for which documented permission has not been obtained. (Note - Royalty free images for which a fee has been paid such as Creative Commons Licenses are acceptable.)
- Written permission must be obtained *prior* to recording or transmitting a person's image or speech to the public via radio, television, and Internet, even if this activity forms part of a class assignment.
- Posting signage from at least two directions that warns "**Video recording, by entering this area you are consenting to be captured on video**" is standard practice in industry, and sufficient notice for students involved in an instructor-sanctioned video production activity.
- The permission form should identify the purpose of the recording and where the recording will be posted for viewing by other students and/or the general public.
- Uploading or streaming copyright protected materials without written authorization of the copyright owner is illegal.
- Canadian Copyright Law and the Courts of Canada have established precedents for 'Fair Dealing' and 'Fair Comment' in matters of journalism. All staff and students are expected to comply with these provisions.

ACC Sanctioned Events

Persons attending ACC sanctioned events are expected to abide by all college policies and the law. Specific venues or events may have additional guidelines for use of recording devices. It is the responsibility of the venue owner and/or event sponsor to notify attendees of any policies that may apply.

Copyright and Privacy

It is unacceptable for anyone associated with ACC to use, submit, publish, display, download or transmit on ACC devices, or from privately owned devices used on ACC building and grounds (or ACC sponsored events), information which intentionally violates or infringes on the rights of any other person, including the right to privacy, or information which is in violation of any other college policy.

Expectation of Privacy

Care should be taken to differentiate between public and private situations, locations and contexts.

It is generally reasonable to expect that images taken in a public situation or location or context might be

published without individual permission. In such situations or locations or contexts, incidental inclusion in electronic media does not require permission. Common traffic areas (e.g. cafeteria, hallways, main reception desk, etc.) within ACC premises are considered to be public situations.

Taking photos or making audio or video recordings without permission in private situations or locations or contexts in which the person has a reasonable expectation of privacy is prohibited. In this situation it is also not acceptable to publish the recorded information. The use of electronic devices to transmit or record private images or conversations without explicit written permission and acknowledgement of all parties is prohibited. Any exceptions to this must comply with applicable policies and laws.

Transmission of pictures via the Internet constitutes publication. If you transmit someone’s image or a recording of them in a way that creates discomfort or embarrassment for them, you may be in violation of the harassment policy and/or civil and/or criminal laws.

College recording of locations, situations and people for the purpose of ensuring a safe and secure environment for staff and students

Video surveillance is used by the college.

President

Date



Appendix 1: Student Acknowledgement- Policies and Procedures

“PROGRAM NAME” PROGRAM

Student Name		Address	
Student Number		City/Town, Province	
Program Name		Postal Code	

1. I acknowledge that I have received links to a copy of the ACC Student Guide, the “Program Name” Program Guide and the Academic Policy Handbook for 20XX-YY. I further acknowledge that as a student of Assiniboine Community College I am governed by the guidelines and policies listed in these publications.
2. I acknowledge that it is my responsibility to keep informed of my academic progress in this program.
3. I authorize the release of information about my attendance and progress in the “Program Name” program to financial sponsors.
4. I understand that:
 - in programs where there are tours, field trips and other off-campus activities students, as ambassadors for the college, are expected to display maturity and responsibility during these activities
 - all policies of the college apply to students on a college-sponsored activity, both on and off-campus
 - students are expected to demonstrate respect towards college staff, hosts and other students at all times
 - conduct or behaviour which is disturbing, disruptive or otherwise interfering with the authorized and legitimate educational activities of fellow students and staff, or obnoxious behaviour which may include abusive or vulgar language, gestures and the like may result in disciplinary action, which may range from oral and/or written reprimand to expulsion.

Student signature

Date

Please sign and return one copy to your school/program instructor.
Keep one copy for your records.



Appendix 2: Permission to Use Photographs and Images

Please read Section I and Section II and indicate your preference accordingly.

SECTION I

I hereby grant permission for college staff to record activities in which I am a participant and to use my images in these materials for educational and promotional purposes including the college's website, yearbook and publications.

Instructors must obtain written consent from students if their images will be captured and transmitted beyond the immediate classroom; e.g. by agreeing to do so when logging into a workstation, or by signing a permission sheet upon entry to the classroom.

I understand that I have the right to withdraw permission to capture and transmit my image but this must be given to the program chair /manager in writing and occur at the time of capture of the material.

Student signature

Date

SECTION II

I do not grant permission for college staff to record activities in which I am a participant at this time.

I understand that I have the right to grant permission to capture and transmit my image at a later time and on a case by case basis.

I understand that verbal permission will be deemed sufficient when recording an individual class or learning activity for use within the classroom.

Instructors must obtain written consent from students if their images will be captured and transmitted beyond the immediate classroom; e.g. by agreeing to do so when logging into a workstation, or by signing a permission sheet upon entry to the classroom.

I understand that I have the right to withdraw permission to capture and transmit my image but this must be given to the program chair/manager in writing and occur at the time of capture of the material.

Student signature

Date

Appendix 3 – *Sample: Permission to Post Student Work (Interactive Media Arts program)*

No student work - video, audio or interactive - will be posted that does not meet the tests of Fair Comment, Fair Dealing, student quality standards, usual expectations of public use, or community standards of the supervising instructor.

All video that is posted to YouTube for use within the ACC Interactive website will have a disclaimer attached that reads, 'Learning product of ACC Interactive Media Arts students. Does not represent the views or corporate intentions of Assiniboine Community College.', or a similar disclaimer as written by the college Communications & Marketing department.

The ACC Interactive website will have the same disclaimer attached to the front page.

All video footage that involves the Assiniboine Community College logo and/or corporate language/message will be posted to the network within the following shared folder (\\earth\user\Shared\Student Information\Trades & Technology\2009-10\Media\Video) and labelled 'For Approval For External Consumption'. The designated college Communications Officer will review the material for approval, within three business days, before posting to YouTube (with a disclaimer attached) or delivery to an external client (Chamber of Commerce, etc.).

The Communications Officer will approve only the use and positioning of the Assiniboine Community College logo. All other aspects of the student project work are the sole responsibility of the Interactive Media Arts Faculty. This includes technical, narrative and aesthetic changes and/or approval and grading.

The 'Contact Us' page on ACC Interactive will be directed to the email address of the supervising instructor. Phone numbers are not posted.