
APPLIES TO: Collegewide

ISSUED: July 11, 2022

KEYWORDS: Electronic recording, capture, disability, integrity policy

EFFECTIVE: July 11, 2022

PURPOSE: To define the rights and responsibilities of instructors and students (which shall include faculty and instructional academic staff) to protect course instructional materials and lectures and to balance those rights against the rights of qualified students with disabilities to effectively access instructional materials and lectures or to participate in a course, event, or program.

DEFINITION OF TERMS IN THIS POLICY:

1. **Capture:** Recording of pictures, videos, audio, and other files in electronic form.
2. **Permission:** Verbally allowing a student to record in conjunction with the student acknowledgement of the syllabus policy.

POLICY DETAILS:

Students must obtain advance permission from individual course faculty to capture electronic files during class (including but not limited to pictures, video, or audio recording). Faculty will be informed by the Office of Disability Services of students that require disability accommodations that include capturing electronic files. Once permission is granted, electronic files are solely for the student's own private use. Electronic files provided by course faculty through the Learning Management System (LMS) or through other venues are solely for the student's own private use. Capturing electronic files without permission or distributing electronic files is a violation of the college's Integrity Policy and may be considered a violation of educational privacy law.

PROCEDURE

The course instructor will communicate the policy through the course syllabus, as required in the institution's [Course Syllabus policy](#), and require students to complete a student acknowledgement of the syllabus (either written or electronic).

Students who wish to capture course content or who have it as a part of their required accommodations, must obtain prior permission from the instructor (verbal or written).

RESOURCES/REFERENCES:

Related KH Policy: Privacy Practices

Ohio Law and Administrative Rules: Rule 3357:15-13-37 Electronic recording of classroom activities

Maintained by: Office of Academic Affairs

HISTORY OF REVISION:

Original date: July 11, 2022

Revision dates: N/A