# Lecture Capture Policy Framework at Warwick University

1. Entities
	1. The Institution
		1. Institutional partners: Monash? CUSP? California?
	2. Staff
	3. Non-staff presenters
		1. With Warwick accounts??
		2. Without Warwick accounts??
	4. Students
	5. Non-registered students
	6. Public
2. Definition of lecture capture
	1. Pre-recorded video/audio made available to students as course materials
	2. In-session recording (auto-scheduled)
	3. In-session recording (manually recorded by staff)
	4. In-session recording (manually recorded by students)
	5. Post-session video/audio made available to students as course materials
3. Scope of this policy
	1. In-session recording only?
	2. ~~Staff recording only?~~ Not feasible to exclude - needs to include student recording as per existing policy
	3. ~~Recordings made with echo360 only? with auto-scheduling only?~~ Not sensible – technologies will change over time
	4. Live streaming?
	5. Captions/transcriptions?
4. Tools relevant to this policy
	1. Echo360 automated scheduling system for large teaching rooms
	2. Echo360 personal capture
	3. Planet estream
	4. Sitebuilder
	5. Moodle
	6. Non-ITS managed solutions: jing? periscope? Youtube? Perhaps need a catch-all clause
5. Rights relevant to this policy – and why the policy and institutional platforms need things like waivers, acceptance of liability, consents to store and move content containing rights etc
	1. Copyright of original works created by Warwick academics
	2. Copyright of third party content
		1. In relation to educational exemptions for content used within an authenticated education environment
		2. In relation to educational use
		3. In non-educational contexts
	3. Performers rights of presenters
	4. Data protection of discussion participants
	5. Institutional reputation considerations: libel, slander etc
6. Access arrangements relevant to this policy
	1. Platforms
		1. the access-controlled VLE
		2. other university platforms
		3. non-university platforms
	2. Audiences
		1. ~~Within the module~~ There may be a desire to lock access to modules but this carries a significant admin/complexity overhead and isn’t sustainable
		2. ~~Within the department~~ There may be a desire to lock access to modules but this carries a significant admin/complexity overhead and isn’t sustainable
		3. Within the university
		4. Selected partner organisations
		5. Public
			1. with Registration
			2. Open (no Registration)
	3. Timescales
		1. Embargos – delays before captures are available
		2. Retention periods – expected duration to store
			1. Currently 2 years but not enforced
		3. Options beyond the retention period
7. Appropriate use of lecture capture technologies
	1. Benefits of lecture capture are:
		1. listen/watch again to check understanding
		2. listen/watch again for revision
		3. reasonable adjustments
		4. etc
	2. Lecture capture technologies should be used with respect for
		1. academic’s rights
		2. student’s privacy
		3. institutional reputation
	3. Lecture capture technologies may not be appropriate when
		1. etc
		2. etc
		3. etc
8. Reasonable adjustments
	1. Students with a declared requirement for reasonable adjustments
		1. have a right for their request (for the academic to record the lectures) to be considered
		2. may be within their rights to make their own recordings in the absence of an academic-led recording
		3. may require access sooner than a departmental embargo period
		4. may require transcripts or captions
9. Department-specific policies
	1. Departments may declare additional terms/encouragement, as long as it does not contradict the terms of this institution-wide policy
10. Instruments of the policy – taken alongside the configuration of ITS-managed platforms, these constitute the implementation of the policy into practice. Each of these documents should be centrally held.
	1. Presenter consent form (for echo360 only? or extend?)
		1. Copyright liability acceptance – definition and explanation
		2. Performers rights waiver – definition and explanation
		3. Clearance of participant permissions - may need further guidance??
	2. Process for non-staff presenters
	3. Notice and takedown procedure
	4. Process in case of disputes
	5. Statement on circumstances where capture is not appropriate
		1. This could be revised every year