

CBU Policy on the Use of Recordings of Course Presentations

1. Purpose and Scope

This policy is intended to protect, and not restrict, the core academic values and processes of Cape Breton University (hereafter, 'the University') and its faculty. When recordings are made of course presentations in any medium and those recordings are shared or distributed, the distribution must be conducted in a way that ensures compliance with University policies and the relevant Collective Agreement; protects the integrity and quality of the teaching and learning experience; and protects the interests of the University, the course instructor, and the University's students.

2. Distribution of Recordings of Course Presentations

Except as provided herein, no business, association, agency, or individual, including a student, shall give, sell, display, post to an online repository (including but not limited to website, blog, video or audio repository such as iTunes, YouTube, and similar online sites) or otherwise distribute to others or publish any recording made during any course presentation without the written consent of the instructor/presenter. This policy is applicable to any recording in any medium, including handwritten or typed notes. The only exceptions are that:

- i. students currently enrolled in or approved to audit that course may provide a copy of their own notes or recordings to other currently enrolled students for non-commercial purposes reasonably arising from participation in the course, including individual or group study; and
- ii. faculty may use recordings of course presentations, made by them or at their direction, to the extent that such use does not conflict with other University policies and the relevant Collective Agreement.
- iii. a recording (including handwritten notes by a designated notetaker) may be made pursuant to an approved accommodation for a currently enrolled student with disabilities, for the exclusive use of that student, as approved by the Jennifer Keeping Centre.

3. Special Considerations Pertaining to Recordings that Capture Sounds and Images

Any distribution of a recording of a course presentation at the University that captures the actual sounds and/or images of that course presentation, in any medium, must consider not only the rights of the instructor and the University, but also those of other parties. Examples include the privacy rights of students enrolled in the course, the rights of guest lecturers, and the copyright interests in materials authored by others that are displayed or presented during the course presentation. The onus is on the person(s) distributing the recording to secure rights from these parties before any recording, distribution, publication, or communication occurs.

4. Location of Policy

This policy shall be amended to the CBU Teaching Policy document and made available for faculty and students.