



**UNIVERSITY of GUYANA**

**The University of Guyana**  
**Educational Online Support System (EDOSS)**  
**Tactical Online Services Unit (TOS)**  
**Office of the Vice-Chancellor**

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**Recording of Instructional Activities Policy**

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## Document Status Sheet

Official	Signature	Date
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Reviewed By:		
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## Approval

Vice-Chancellor	Signature	Date
Professor Paloma Mohamed		

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## **1. PURPOSE**

The purpose of this policy is to inform about the creation and use of recordings of Instructional Activities of the University of Guyana. It provides guidelines for the recording of instructional activities by lecturers, in addition to related legitimate expectations of students and staff, of the University of Guyana during these sessions. This policy sets out the rights and responsibilities of the University of Guyana, faculty, students and invited guests in regards to the recording, and use of recordings, of instructional activities. The principles herein will complement and extend existing standards and practices to govern the use of teaching and learning materials in support of promoting effective teaching and learning practices as UG transitions to a blended mode of educational delivery in view of the COVID-19 pandemic experience.

## **2. GENERAL POLICY STATEMENT**

Recording of in-class and/or online and public academic presentations and instructional activities form an invaluable means of facilitating the delivery of education at all levels of the education system. In March 2020, with the onset of the COVID-19 pandemic, the University of Guyana recognised the need to change from traditional modes of teaching and learning to those that are compatible with the new international/local context. Therefore, emergent norms and standards foisted a transition of a significant portion of its academic and administrative functions online. As part of this response, the purpose of this policy is to guide the recording and use of instructional activities to add to the pool of instructional materials that are created for asynchronous teaching or via synchronous sessions. In addition, it shall serve as a quality assurance mechanism, for the purposes of obtaining lessons learned, as the University transitions to online and blended modes of operations. Recordings will not be used for staff performance management. The recordings will be the property of the University of Guyana. However, lecturers may use the recordings of their teaching for self-reflection and enhancement of their own teaching.

This policy is subject to review once the pandemic is contained, and relevant decisions are made regarding the way forward for the University post COVID-19.

For the purpose of this policy, the following meanings are applied:

1. **Materials** is used to mean lecture notes, outlines, slides, powerpoint presentations,

readings, or other content made available to students by the lecturer/instructor, or through any University e-Learning platform as part of an Instructional Activity.

2. **Recording** is used to mean multimedia content such as a video and/or audio replication or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, cell phones, smartphones, digital cameras, media players, computers, or other devices that record images and/or sound. These recordings should only be initiated by the lecturer and the University but with the requisite approvals it may also be student-initiated or staff-initiated. Recordings may be done face-to-face, during live online sessions or pre-recorded content can be made available to students by the lecturer/instructor.

3. **Faculty** is used to mean the teaching staff of the University of Guyana.

4. **Reasonable expectation of privacy** is used to mean the rights of student and lecturers set out by this policy as it pertains to recordings and the subsequent use of recordings.

5. **Public Presentation** is defined as a public lecture or talk by a lecturer or guest, which is open to the public, and considered separate and apart from instructional activities related to the delivery of course-based content and activities.

6. **Publish** is used to mean to issue for public sale, distribution and use.

7. **Zero Tolerance** is used to mean that the University will take disciplinary action and; the action will be proportionate to the circumstances of the case.

### 3. SCOPE

This policy applies to all students, staff and guests of the University of Guyana, and establishes that which shall pertain regarding in-place and online recording – audio, video, streaming inter alia – of lectures, presentations, discussions, and any other activities related to the instructional delivery of course offerings of the University of Guyana. This policy is set up to protect individual student’s and faculty’s privacy and intellectual property as it sets out the conditions under which recordings may be made, and clarifies responsibilities to ensure that the University is meeting its obligations in view of its mandate, legislation, and best practices.

#### 3.1. Exception

This policy does not apply to the recording of public presentations and activities outside the purview of those concerned with instructional activities involving teaching

and learning at the University of Guyana.

## **4. POLICY**

Instructional activities include, but are not limited to, lectures (pre-recorded and live), workshops, breakout sessions, field trip debriefing sessions, tutorials, in-class presentations, laboratory exercises, inter alia. Additionally, this policy involves all other instructional activities that are occasioned with the lecturer/instructor operating within the capacity of his/her teaching function. None of the preceding, whether they are advertised or not, constitutes a public presentation, and are, therefore, governed by the principles and guidelines established in this policy.

### **4.1. Compulsory Recording of Instructional Activities**

Instructional session conducted via the University's Zoom platform, or any other platform in the conduct of instructional works of the University, shall be recorded by the instructor, or a duly authorized person on their behalf, and saved to the University's secure storage platform. To this end, recordings done using the Zoom Platform shall be stored in the Zoom Cloud Storage facility that is provided by the University of Guyana. All other recordings which include pre-recorded instructional sessions shall be stored on the Storage Area Network (SAN) hosted at the Center for Information Technology (CIT) by the Infrastructure and IT Services (IITS) sub-unit of TOS. A link to the recording must be uploaded to Moodle by the lecturer at most 48 hours after the session. The unauthorised recording or distribution of recorded content is subject to disciplinary actions set out in this policy and the applicable Laws of Guyana, such as the Cybercrime Act no. 16 of 2018.

Faculties and other teaching units must ensure that the necessary frameworks are in place to inform the operationalisation of the expectations articulated in this policy and to provide relevant support for the same. Of utmost importance, in this regard, is to ensure that no recording impedes class participation, infringes on copyrights and that the recordings are not misused.

Recordings may be used by lecturers for their professional development, self-reflection, demonstration of pedagogical skills, and/or related purposes.

Students SHALL NOT record or download recordings of any portion of any Instructional Activity without the permission of the lecturer/instructor. Any permission given by a lecturer/instructor for recordings to be made or downloaded by students is limited to personal

use only, and that these recordings must not be copied and/or disseminated via file-shared, sold, distributed or any other means.

Lecturers/Instructors who are aware of the belief that their instructional sessions are being recorded without their permission, or that recordings are being misused, are to contact the Director of EDOSS, who shall, in turn, collaborate with the Student Welfare Officer in investigating and resolving the matter.

## **4.2. Consent for Recording Lectures, Discussions, and Course-Related Activities**

On enrolling in a course students must be provided with a notification informing them that all instructional activities will be recorded. This notification should also advise students that their approval is required for recording their participation in instructional activities. The notification will be in the form of an automated message sent to each student via their Student Record Management System (SRMS), upon enrollment. In this regard, students will be required to respond to the automated notification, indicating their agreement to contribute while sessions are being recorded by clicking on the ‘Yes I agree’ option. A notice informing students that they will be recorded if they partake in a class should be included in all course outlines, placed on Moodle and all other platforms. The notice should read: Please be notified that all instructional sessions for this course will be recorded and by partaking in the session, you will be recorded.

Students also reserve the right to not have their participation recorded. This may be at the time of enrollment into a course or at any time after initially giving consent. At the time of enrollment, students who wish to opt-out of having their participation recorded will also be required to respond to the notification by clicking on the ‘I opt-out’ option. Subsequent to enrollment, a student who has previously agreed for their participation to be recorded can opt-out of being recorded by informing the lecturer in advance in writing. The onus is on the student to not participate.

Upon commencement of instructional activities for a course, the instructor shall record sessions that are authorized by this policy and disseminate the recordings – make available – to students. Therefore, there is no need for students to record individually any audio or video of the lectures, discussions, and any other course-related instructional activities. The recording becomes the intellectual property of the lecturer who is teaching during the session. It must be noted that these recorded lectures are only intended for the students’ personal academic use. Hence, students shall not download, share, replicate, or publish any

part or the entire recording without the lecturer's permission.

The onus is on the student to not participate, given that the recordings are part of the instructional activity. This is in keeping with the University of Guyana's Inclusivity, Diversity and Equity Policy, and the University's aim to promote strict adherence to equity in education in terms of outputs. This is pertinent since a wide range of factors may cause a student to opt-out of being recorded during a live instructional session. Some of these factors may include physical and psychological challenges, socio-economic challenges, political or religious beliefs, inter alia. In view of the preceding, in order to ensure that exclusions are eliminated and any barriers to a level playing field for education are removed, lecturers must provide alternative opportunities for students to participate, for example, by writing a reflective piece on the topic.

Under special circumstances, such as a student's participation being determined to be injurious to themselves or the University, the lecturer may be asked to edit out participation by these exempt students upon their request. Sensitive and personal material and discussions must not be recorded in order to protect all stakeholders involved in the session. Therefore, the discretion of the lecturer is critical in determining what shall be recorded and not recorded – or edited out – taking into consideration the privacy, confidentiality, anonymity, and sensitive nature of the discussion.

## **4.3 Notification and Agreement for Recording of Sessions**

### **4.3.1 Email Template for Student Notification**

The following template is to be used at all times to advise/notify students/guests about the recording of instructional activities in which they will be involved.

**Body:**

This notification serves to inform you that, for this semester, all instructional sessions will be recorded. Hence by logging into this course you are agreeing to the following:

- To allow the University or Faculty to record instructional activities.
- To allow the recordings of the class sessions to be made available to the class

and cohorts for educational purposes and that you give the University the consent to use it for this purpose.

These recordings are for personal academic use and must not be disseminated to unauthorised individuals. The recordings are solely for the purpose of facilitating the education of the students of the University of Guyana and therefore must not be shared, replicated, or disseminated, in part or completely, without prior permission of the lecturer acting on their own behalf and that of the University and students. In the event that the lecturer wishes to share any part or the entire recorded session, informed consent will be sought from all individuals who participated in the particular session. If any content that forms part of a recorded instructional activity is used as part of academic material, appropriate referencing must be made.

Lecturer's Signature:

Date:

### **4.3.2 Agreement for recording student participation**

#### **Terms and Conditions**

I understand that all instructional activities will be recorded by the University or Faculty and that my name, image, voice, and or statements may be recorded if I choose to speak or otherwise project my presence while the recording is in progress.

In consideration of the opportunity to participate in the recorded sessions I hereby grant the University of Guyana the right to reproduce, share with other students and archive such recorded materials. I understand that the University of Guyana is obligated to utilise these rights and hereby release the University of Guyana, faculty and its employees from claims arising from the use of such recorded materials consistent with the purposes described above. I have read and understood the 'Recording of Instructional Activities Policy'. In view of this, the University of Guyana will seek my written approval prior to sharing my recorded participation for other purposes not outlined in the policy.

I understand that I am not allowed to record or download recordings of any aspects of course-based activities without the lecturer's consent and if I do so, I will be

in breach of the lecturer/student agreement. I understand that I am not allowed to share, replicate, and publish any part or the complete recordings of course-based activities disseminated by the lecturer to unauthorized individuals. I understand that if I do so, I will be in breach of the lecturer/student agreement. Additionally, I understand that any breach in this agreement will go before the University of Guyana Disciplinary Committee.

- I agree for my participation to be recorded during instructional sessions.
- I opt-out of having my participation being recorded during instructional sessions.

#### **4.4 Intellectual Property and Ownership of Recordings**

The University of Guyana is the vested owner of all recordings made in the conduct of instructional activities that form part of the University's work and is stored on the University's secure storage platform. Whereas, the University is the owner of the recordings, the author(s) – lecturers/instructors – of the underlying work shall retain intellectual property rights to the recording. In addition, all recordings presented on the University's websites or available via its social media platform shall be appropriately labelled as being the property of the University, and not that of any individual unit or person.

University policies do not permit any staff to "publish" recordings of their own or any other staff's instructional activity. In addition lecturers who wish to publish recordings of their own or any other staff's instructional activity for the fulfilment of teaching purposes, or to grant the right to others to distribute recordings of instructional activities undertaken in fulfilment of teaching assignments, must not do so without prior approval of the Deputy Vice-Chancellor - Academic Engagement on behalf of the Academic Board. Notwithstanding the preceding, lecturers may publish recordings provided by the University of Guyana in keeping with this policy.

The University may use, with requisite consent, for non-commercial purposes, recordings that are saved in its storage infrastructure that were delivered by faculty or invited guests, even in cases in which the copyright ownership remains with the presenter(s)/author(s).

The University may record, preserve, and/or disseminate the work of exemplary performance in the classroom or lecture room. When the University undertakes to make recordings of this sort, it will secure appropriate permissions from the relevant presenters. The University of Guyana, nonetheless, maintains the exclusive right, while acting through the appropriate University officials, to make and use recordings of public lectures delivered on campus unless special arrangements are made with the University. Notwithstanding the preceding, reservation or refusal expressed by presenters are to be respected.

## **4.5 Archiving and Storing of the Recordings**

The lecturer shall store the recording in a password-protected file that could only be accessed by him/her and a duly designated quality assurance officer of the University. This file shall be saved to the University's secure storage mechanism(s) designated for the purpose of storing these recordings. In this regard, all recordings done via the Zoom Platform shall be stored in the Zoom Cloud Storage provided by the University and transferred to the Storage Area Network (SAN) after at the completion of the semester. Recordings not captured by Zoom shall be stored on the SAN hosted at the CIT by the IITS subunit of TOS. These saved recordings shall represent the official copy of the recording and shall form the property of the University of Guyana, and links to the recordings shall be uploaded to Moodle as course content, for access by students enrolled for related course. Lecturers may not disseminate, purportedly on behalf of the University, any copies kept in their possession. Notwithstanding, lecturers may store official copies of the recordings for a period of up to two semesters, including and immediately after the semester in which the recording is created.

## **4.6 Disposal of Recordings**

Recordings must be kept in the University's repository for at least two semesters, the current and proceeding, after which time the expectation is that the University will delete

the said recordings. Recordings of lectures and presentations, unless they are explicitly recorded with the intent of reuse, must be prepared in view of the preceding.

## **4.7 Privacy**

The rights of students, staff and lecturers/instructors to reasonable expectations of privacy in the classroom or instructional settings must be respected at all times. An environment in which assurance of privacy is guaranteed encourages open and robust discussions on issues and ideas, which promote and encourage learning. Therefore, recordings of instructional activities involving student participation may be used by the lecturers/instructors and registered students during the period in which the course is being offered.

## **4.8 Use of Third Party Software Applications to Record Instructional Activities**

### **4.8.1 Agreements**

Zoom is the official tool – a cloud-based video conferencing/communication service – used by the University of Guyana to facilitate online classes. It is, however, not the only means by which instructional activities may be recorded in the face-to-face setting. Irrespective of the tool used, the licencing agreements for the use of the tool(s) must be observed and respected. All tools, separate and apart from Zoom, must be cleared for use by EDOSS prior to recording of instructional activities of the University of Guyana. All instructional activities must be recorded. Therefore, instructional activities conducted on any other approved platform must be recorded and stored in keeping with this policy.

### **4.8.2 Copyrights**

The copyright provisions and rights of the third party service provider must be respected.

## **4.9 Format for Recordings**

Recordings of instructional activities shall be created in any of the following formats: audio and/or video or photographic capture of educational activities such as lectures, discussions, and learning sessions by electronic or digital means.

All recordings must be created in view of being used for the purposes of learning materials for synchronous, hybrid and/or fully online courses.

All recorded materials are to be appropriately branded as the property of the University of Guyana, and are to be saved to the secure storage platform of the University. Labelling shall include the following information:

1. The date when the recording was first created
2. Course name and code
3. Instructor's name
4. Name of person uploading the recording
5. For recordings that have been edited, it should be labelled "Edited Recording" and time stamps inserted to identify where edits have been made.

## **4.10 Lectures and Presentation by Guests**

Guest lectures form an important aspect of the delivery of course content. Faculties/Schools/Institutes/ Divisions sometimes invite/sponsor public lectures by outside speakers and these lectures are often recorded. Permission to record these lectures must be obtained from the invited lecturer/guest. Unless written permission has been obtained from the speaker(s), no recordings of the lecture or presentation shall be made. Since the recordings are meant to support students' asynchronous study, failure to obtain these permissions render the recording useless. The responsibility is that of the lecturer or university official who invited the guest lecturer to ensure that the content and delivery of the presentation are in keeping with the University's rules and regulation pertaining to the same and that the recordings are done in keeping with this policy.

## **4.11 Lecturers'/Instructors' Responsibilities**

1. It is the lecturer's responsibility to ensure that all instructional sessions are recorded and uploaded to Moodle at most 48 hours after a session.
2. Recordings must be stored in accordance with section 4.5 and properly labelled

following the guidelines in section 4.9. For the purpose of privacy, notice must be given and consent obtained when personal information is collected, used or disclosed as part of any recording. Notice must be given in writing (see Clause 4.3) and must specify the purpose for which the personal information is intended to be used, and individuals must be afforded the opportunity to consent. To reinforce the preceding, lecturers/instructors must remind their students about the recordings and their purpose.

3. Provision must be given for students in special circumstances, and students are to be reminded that if they do not wish for their participation to be recorded that they are to turn off their webcam and microphone. For instructional sessions whereby students who have opted out of recordings are required to participate, the students should work with the lecturer to select a technological solution where the students' synchronous or in-person participation is anonymised in the recording. If the discussion was accidentally recorded during the students' participation the discussion should be edited out of the recording by the lecturer.
4. Lecturers/instructors shall provide alternate feedback methods for students who are not comfortable asking questions or making comments during recordings. Instructors must remind students how educational activity recordings may be used or disclosed by the students.
5. With respect to Clause 4.3, lecturers/instructors are to ensure that there is recorded evidence that an individual has consented to the collection, use, and disclosure of his/her personal information. Therefore, participating students are required to provide consent for their participation to be recorded as, outlined in Clause 4.3.

## **4.12 Students'/Participants' Responsibilities**

It is strictly prohibited for students to record, download, share, replicate, or publish any part or the entire instructional session or the recording obtained from the same. By logging into an online course session the student agrees to join the class, in view of established code of conduct. In this regard, the student accepts that their immediate environment, and content that is accessible by the class via the webcam or microphone, is part of the online session, and takes full responsibility for the conduct of their space as part of the distributed classroom and hence the University of Guyana shall not be held responsible for the content or actions of

students In addition to the aforementioned, during the recording of instructional session, it is the students' responsibility to ensure that their environment is:

1. Free from any offensive and/or deeply personal/private behaviour or activities, such as that of a sexual or disruptive nature, which is either visible and/or audible in the online session.
2. Free from any harassment, indecent or abusive language, activity or content.
3. Free from anything that may constitutes ambush marketing.
4. Is void of conduct that obstructs, frustrates or disrupt other students and staff.

Is void of any activities or display of any artefacts that are discriminatory against sex, race, religion or disability, etc. This may also include the use of offensive or discriminatory background images or slogans on clothing, such as indecent language. Students will be penalized for sharing or circulating any personal information from the protective space of the classroom and will be held accountable and fully responsible for any infringement of this policy. This policy shall be applied in conjunction with the provisions and conditions of the University's Code of Conduct, the Conduct for Online Engagement Policy and the Acceptable IT Usage Policy.

## **5 POLICY COMPLIANCE, MAINTENANCE AND LIABILITIES**

### **5.1 Policy Non-Compliance and Consequences**

#### **5.1.1 Non-Compliance**

Any actions by staff, guest and students, such as unauthorized private recording of aspects of the instructional activity, and use or disclosure of recordings made of Instructional Activities or any relates actions, constitute a breach of this policy. Any failure to comply with the responsibilities outlined under sections 4.11 and 4.12 also constitutes a breach of this policy and is subject to appropriate disciplinary actions.

In addition to the foregoing, the following cases shall be deemed a breach of the lecturers/student confidentiality agreement, and will be in violation of the intellectual property of the University of Guyana and privacy legislation, and, therefore, subject to disciplinary actions:

1. Students, staff, guests, or lecturers replicating or creating unauthorized copies of

- lecturers or educational activities;
2. Recordings being disseminated to unauthorized individuals or recordings being disseminated without appropriate consent;
  3. Video and or audio recordings, replications or distribution of recordings in whole or part of instructional sessions captured on personal devices, or another device or software apart from what is being used by the lecturer, are strictly prohibited. These include but are not limited to recordings made with cellphones, screen recordings or video camera recordings, inter alia.
  4. Student participation being recorded without their consent; and
  5. Any infringement upon the reasonable privacy expectations of faculty, staff, and students in classrooms and other instructional settings.
  6. Any other activity within the bounds of the scope of this policy that may reasonably be deemed to harm the reputation of the University of Guyana or any activity that may bring the University of Guyana into disrepute.

The University has zero tolerance for sexual misconduct by students, guests or staff including posting of any sexual content on the learning platform or engagement in these activities, with the video and or audio on, during an instructional session (see Section 4.11- Students' /Participants' Responsibilities).

### **5.1.2 Consequences**

Any non-compliance with the terms and conditions set out herein. or actions that can be reasonably considered to fall with the scope of this policy, shall be a breach of this policy. In view of the preceding, the University of Guyana holds the right to take actions. In the event of a violation of this policy, the University of Guyana will exercise its rights to take all and any appropriate disciplinary action, according to the applicable policies and codes of conduct of the University of Guyana.

The University shall undertake to use its reasonable efforts to (1) secure compliance with this policy by all staff, students and guests of the University of Guyana, and (2) resolve situations involving any breach of this policy.

Matters involving student violation of this policy shall be addressed, in the first instance, with the Student Welfare Officer, and in the case of staff, with their Head of Department or Dean, and the Personnel Officer. If the preceding engagements reasonably believes that a breach or violation has been committed that alone shall be sufficient grounds for further

actions, including disciplinary actions, by the University of Guyana.

Once it has been determined that there exists a breach of the lecturer/student agreement, or any breaches by staff members, the matter will be presented to and reviewed by the Disciplinary Committee of the University of Guyana for the determination of the next course of action. For students disciplinary actions may range from oral and written warnings to expulsion from the University of Guyana. For staff members, the Disciplinary Committee shall determine an appropriate course of action based on the nature of the infringement.

## **5.2 Policy Maintenance**

The Educational Online Support Services (EDOSS), the Student Welfare Department and the Personnel Department shall be responsible for the maintenance of this policy.

## **5.3 Liabilities**

In the event of a breach of this policy by students, staff or guests, **the University of Guyana shall not be held liable**, directly or indirectly, for their non-compliance and or the resulting effects. Each student, staff or guest shall be solely liable for their action(s) with regards to any breach of this policy and shall face the necessary and appropriate consequences.

## **6 OPERATING PROCEDURES**

The Tactical Online Services Unit, Human Resources Department and Student Welfare Division shall adopt such operating procedures to implement this policy as may be appropriate, provided that, such operating procedures are not in conflict with any provision of any other policy and are made readily available to employees and students. The Personnel Department may, at any time, consult with the Tactical Online Services Unit for any assistance on developing and implementing operating procedures.

## **7 EFFECTIVE DATE**

October 1, 2021.

## **8 AMENDMENTS**

This policy may be amended at any time in accordance with the policy framework of the University of Guyana.

## **9 REVIEW REQUIREMENTS**

The policy will be reviewed as often as is deemed necessary to reflect any changes to policy areas and issues being addressed. It is mandatory for all staff to review this policy, as the means to being current with its position and content, at least once per year.