# RVC Lecture Capture Policy ( update 2022)

1.0 Policy Aim

This policy aims to facilitate the practical and responsible recording of lectures and to provide clarity on the rights and responsibilities of the University, its staff and its students, external visiting lecturers and any other participants in recorded teaching. This will cover both live lecture captures (also referred to as live lecture recordings), and pre-recorded lectures.

This policy has been developed with reference to Jisc guidance on the legal implications of lecture capture (see [https://www.jisc.ac.uk/guides/recording-lectures-legal-considerations](https://www.jisc.ac.uk/guides/recording-lectures-legal-considerations))

2.0 Purpose and Scope

2.1 The purpose of the Lecture Capture Policy is to:

- Inform students of the expectations and processes around lecture capture at the Royal Veterinary College.

- Support academic staff in implementing the policy on lecture capture across the Royal Veterinary College.

- Demonstrate how this policy upholds our compliance responsibilities with the Equality Act 2010, Data Protection Legislation, including the General Data Protection Regulations (GDPR), the Copyright, Designs and Patents Act 1988 (CDPA), The Public Sector Bodies (Websites and Mobile Applications) (No. 2)

expected to use the [College's accessible templates](#) when they make recordings.

Use of RVC supported Technologies: Responsibility for the provision of RVC supported software (Panopto) for Lecture Capture Capture and training in using the software lies with the [Digital learning team](#). Academic staff are provide with guidance on how to use all RVC supported technologies in [Digital Tool guides](#) the Staff Hub on LEARN.  Further support ca be accessed through the [LEARN helpdesk](#).

Staff Guidance:   [The Blended Learning Rubric (2021)](#) provides guidance to staff on how to make recordings of lecture content. The Educational Development team provides guidance to staff on the appropriate pedagogic context in which to use any recordings (whether pre-recorded or live lecture recordings).

Dissemination and use of recordings:      Recordings will be for the sole use of students enrolled on the relevant course. Students using recordings for purposes other than this may face appropriate sanction through [Student Misconduct Procedures](#) and/or the [Student Social Media Policy](#). Except where authorised by the College, (including seeking appropriate consent), digital education materials are not for public consumption by any means.

Copyright: I

Learning Analytics from the lecture recordings may be used as part of the Tutor Dashboard to contribute to our understanding of student engagement with their course and to potentially identify students who may be considered to be at risk for progression and attainment, in order to provide the appropriate support.

Student Responsibilities:
Students are responsible for:
- Utilising recordings to supplement their learning
- Ensuring that their utilisation of these recordings remains compliant with this policy

6.0 Definitions

| Term or Acronym | Description |
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Accessibility

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| Equality Act 2010 | A legal framework to require the exercise of certain functions to be with regard to the need to eliminate discrimination and other prohibited conduct and to increase equality of opportunity. |
| GDPR | General Data Protection Regulation (GDPR) is a legal framework that sets guidelines for the collection and processing of personal information from individuals who live in the UK. |
| Inclusivity | Inclusive learning opportunities support all students to achieve the highest successful outcomes. It recognises and promotes the importance of diverse m ET Q q It recogni Q q ITc c0.7 (ec)-1.7 ((hi)-1 (e) |

| | baseline and enhancement actions which provides a consistent approach to blended learning across a wide range of student learning opportunities in RVC programmes. |
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| RVC Supported technologies | RVC provides a number of centrally supported technologies a part of the digital infrastructure for learning and teaching ([See RVC Tool Wheel).](#) They are accessible to staff and students using an RVC username and password. These technologies are centrally maintained, developed and supported by the professional service teams at RVC including LEARN, Exams, Library and IT. The centrally supported technologies allow for data streams to be developed which can be used as part of learning analytics and which provide institutional data to various stakeholders. |
| Student interaction | Where a session is interactive in nature, either through staff-student or peer-to-peer discussion. |
| | Synchronous teaching, or 'live' events, are where students and instructors come together in a digital or physical space to: a) foster learning and belonging through social interaction and community; and b) to provide opportunities for students to practise the key skills needed to achieve learning outcomes. |
| Synchronous teaching | Methods of synchronous onsite learning include lectures, small group teaching, directed learning, practicals and tutorials. Methods of synchronous digital learning include video conferencing, |