Intellectual Property and Consent

Lecture recordings are provided for the personal use of students for educational purposes only. Recordings and parts of recordings may not be redistributed, shared, edited or re-used. For clarification, redistribution, which is prohibited, includes sending a copy to another person by email and adding it to a website / social media website (e.g. YouTube, Facebook, and Twitter). Misuse of lecture recordings will be treated as misconduct and will be handled as a disciplinary matter.

**Intellectual Property Rights**

Habib University is currently studying this complex matter with competent legal experts in IPR matters. Until and unless the University determines otherwise, the University claims an equal stake in all course content posted on the University’s Canvas site.

**Consent**

During virtual instruction, it can be helpful to communicate expectations and protocols for participation in Zoom sessions, as well as options available to students to ensure their privacy. Face-to-face and online course meetings are to be recorded by the faculty member (using Zoom or via Panopto, for example) and posted to the specific Canvas course site. It is imperative that any class recordings which include any student activity are shared only with students, TAs, and instructors who are in the same class as the recording. Class recordings may not be reused across classes or sections.[[1]](#footnote-1)

If students are part of any course-related recordings (voice and/or image), then a syllabus statement about the recording is required. Consider adding language to your syllabus, as well as any course page that explains instructions for synchronous class sessions (e.g., in Canvas). Below, are some examples[[2]](#footnote-2):

Regarding the use of camera during Zoom meetings:

* *Video and audio recordings of class lectures will be part of the classroom activity. The video and audio recording are used for educational use/purposes and may be made available to all students presently enrolled in the course.*
* *In order to increase active participation and engagement in this class, students are encouraged to turn on their webcam during Zoom meetings. Students that do not wish to be on camera or are unable to use a camera (e.g., due to technical difficulty or lack of access to a device with a camera) should inform their instructor beforehand.* While it is fine for faculty to urge students to use their cameras, this cannot be made mandatory and it is not appropriate to tease or humiliate students into using their cameras if they choose not to. Respect their choice if they opt not to activate their camera.

Regarding the recording of Zoom meetings:

* *Zoom meetings will be recorded and will be available to students enrolled in this course as a study aid. Students who do not want their likeness during class participation included in the recorded class session may elect to turn off the camera.*

Waiting Room Statements:

* *This Zoom session will be recorded for students who may not be able to attend at this time, as well as for your later viewing. If you do not want to be included in the recording, you can mute your microphone or turn off your camera. You may type questions and comments in the Zoom chat. Note: Only the instructor is permitted to record Zoom sessions.*

*Note:*

*While faculty may strongly encourage students to activate their cameras for online sessions, it is not appropriate, and is a violation of Habib policy protecting student privacy, for instructors to require that students use their cameras for online learning. Exceptions have been provided in the Online Education Policies linked below*

**Useful Links:**

* [CSUCI - T&LI Knowledgbase: Zoom Session Recording & Privacy Considerations](https://knowledgebase.cikeys.com/knowledge-base/zoom-session-recording-privacy-considerations/)
* [Online Education Policies, Habib University](https://habibuniversity-my.sharepoint.com/:w:/g/personal/anam_sophie_habib_edu_pk/ESkx5OhmxrxAld1-vmll8LIBsi_YBT4BGMmVJDjU8nCEew?e=wlnpFs)

1. “Zoom and FERPA.” *Portland State University*, oaiplus.pdx.edu/blog/2020/03/26/zoom-and-ferpa/. [↑](#footnote-ref-1)
2. “Zoom Session Recording & Privacy Considerations.” *CSUCI - T&LI Knowledgebase*, 10 July 2020, knowledgebase.cikeys.com/knowledge-base/zoom-session-recording-privacy-considerations/. [↑](#footnote-ref-2)