

AC205: Recording of Learning Experiences

Policy Title:	Recording of Learning Experiences
Policy Number:	AC205
Owner:	Director, Wellness, Accessibility & Student Success
Approved by:	College Executive Team
Effective Date:	February, 2022
Reference:	Accessibility for Ontarians with Disabilities Act (2005), Ontario Human Rights Code (1990), Ontario Human Rights Commission’s Guidelines on Accessible Education, (2004), Policy on Preventing Discrimination Based on Mental Health Disabilities and Addictions (2014)
Links to Other Policy:	Academic Accommodations for Students with Disabilities, AC202

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

LER – Learning Experience Recording

AV/PRA – Audio and/or Video/Photo Recording Agreement

Purpose:

The audio and/or video recording of learning experiences (e.g., lectures, learning activities, discussions, labs, simulations, and other course related activity) is governed by this Recording of Learning Experiences Policy of St. Lawrence College.

Scope:

In keeping with the province of Ontario’s Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA), the College’s Recording of Learning Experiences Policy

balances the needs of students with and without disabilities with the rights of the professors, while maintaining the privacy of students.

St. Lawrence College recognizes that in certain circumstances, students may need to record learning experiences to support their learning. Audio recording of learning experiences allows students the opportunity to focus attention on the content being presented rather than on the mechanics of writing and/or the multiple other cognitive processes required to access and retain information. Additionally, this accommodation supports students' ability to review material they may have missed, or not understood, when initially presented in class.

The College recognizes that faculty and students may have concerns about confidentiality and data protection with the recording of learning experiences; as such, students will record in a manner that ensures the privacy of other students and adheres to recording expectations and the Student Code of Conduct. Faculty must inform the class that learning experiences may be recorded while respecting the confidentiality of the student with this accommodation and/or approval to record. All students can benefit from audio recording of learning experiences and faculty are encouraged to create recordings as part of a Universal Design for Learning approach.

POLICY STATEMENTS

1. For students with disabilities, Student Wellness & Accessibility will determine if recording is an appropriate academic accommodation with respect to each individual student's disability-related documentation. Details relating to supported LER will be contained in the student's Accommodation Letter provided to faculty. Prior to the student recording any learning experience, discussion, lab, etc., the Audio and/or Video/Photo Recording Agreement (AV/PRA) must be signed by the student with a copy retained in Student Wellness & Accessibility. Receipt of the Accommodation Letter by faculty provides notification of recording, as well as confirmation that the AV/PRA has been reviewed and signed by the student.
2. The student recordings shall be destroyed at the end of the semester unless otherwise agreed to with the professor and documented on the AV/PRA.
3. The student may not in any manner, partial or whole, re-publish or share the recordings without the professor's written permission.
4. As soon as it is known that a student will be recording the learning experience, the professor will notify the other students in the class without identifying the student who is making the recording. In accordance with the principles of a Universal Design for Learning approach, it is also recommended that all Course Syllabi denote that academic learning activities may be recorded.
5. For both students with and without a disability, professors reserve the right to spontaneously or with advance notice, prohibit the student recording of personal student information. For example, if the learning experience within a nursing course has students

- engaged in personal and/or sensitive discussions, the professor can request that recording be stopped for this discussion. However, in such circumstances, the professor will make every effort to ensure students receive a brief written summary of what was stated that excludes personal information. This is to support students whose disability may exclude them from perceiving, processing and/or accessing all the details and information shared in the learning experience. The summary should aim to convey the essence of what was relevant to the learning for the activity.
6. LERs are to be used by the student solely for their personal learning use. The college strictly prohibits the distribution of the recordings in any manner. Under no circumstances will the LERs be used in the evaluation of the professors or students. Any violation of the LER policy may be referred to the Student Code of Conduct process for review.
 7. Professors have the authority to record and disseminate activity that occurs within their own classes for legitimate pedagogical and/or assessment purposes. This may include, but is not limited to, the evaluation of students' and/or professor performance. The professor will notify students in the course outline that they will be recorded, and in no case shall the professor recording proceed without notifying the students in advance that they are to be recorded.
 8. Students without a disability may also request to record learning experiences. Given that all students can benefit from audio recording of learning experiences, faculty are encouraged to consider recording requests unrelated to disability as part of a Universal Design for Learning approach. In these scenarios, the professor and student must discuss and agree to the recording. The AV/PRA must also be signed by the student and provided to the professor in these instances, with each party keeping a copy of the form.

MONITORING

This policy shall be reviewed annually each spring as to issues and concerns raised by faculty and or students throughout the academic calendar year.

NEXT POLICY REVISION DATE

September, 2027

SPECIFIC LINKS

Recording Agreement Form:

\\sl.on.ca\AdminSharesDFS\AccommodatingStudents\Recording Form\Recording Agreement Form.2020_SLC Student Wellness & Accessibility.pdf