

**Policy Title: Lecture Capture**

**Policy Owner: Deputy Vice-Chancellor (Education)**

**Keywords: Lecture Capture, opt-out**

**Policy Code: PL295 [ac116]**

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**1. INTENT**

This policy outlines the principles to be applied by the University, in relation to the recording of all undergraduate and postgraduate Lectures in technology-enabled dedicated teaching spaces. Lecture Capture complements in-person attendance by Students at Lectures and provides an additional learning resource for Students.

**2. ORGANISATIONAL SCOPE**

This policy applies to all Staff and Students preparing, delivering or attending Lectures in the University's Western Australian campuses.

**3. DEFINITIONS**

TERM	DEFINITION
Academic Unit	An academic organisational area within the University, including a School, research centre or institute, which has ownership of, or responsibility for delivery or supervision of a Course, Unit or area of research.
Associate Dean (Discipline <sup>1</sup> )	A member of a School Executive who reports to the Executive Dean, responsible for leading a cluster of Staff within one or more academic disciplines (or a substantially equivalent role within an Academic Unit), or a person acting in that position, or their nominee.
Course	A program of study necessary to qualify for an award of the University, or a Non-Award Course, approved for delivery in accordance with University policy.
Course Coordinator	An academic Staff member responsible for the coordination of a Course, or a person acting in that position.
Executive Dean	An executive leader of a School of the University appointed by the Vice-Chancellor (or a substantially equivalent role, including the Director, Western Australian Academy of Performing Arts (WAAPA), and the Dean,

<sup>1</sup> The Discipline nomenclature used will be appropriate to the cluster of disciplines that the role leads within the Academic Unit.

	South West Campus, or the Director Kurongkurl Katitjin), or a person acting in that position, or their nominee.
Lecture	A University undergraduate or postgraduate Lecture conducted for the purposes of a Unit, made by a university Staff member, sessional lecturer or guest presenter, but excluding tutorials, study groups, small group workshops or similar.
Lecture Capture	The recording of Lectures in a physical space or online.
Non-Award Course	A Course leading to a qualification or an award not covered by the Australian Qualifications Framework.
School	An academic organisational area of the University including the Western Australian Academy of Performing Arts (WAAPA), but not including the Graduate Research School, South West Campus, or Kurongkurl Katitjin.
School Executive	Members of Staff defined within the University's Academic Leadership Roles Policy as holding School Executive Leadership Roles.
Staff	Any person involved in the preparation and delivery of any Course or Unit, including adjunct or honorary lecturers, and employees of third party organisations delivering Courses or Units in partnership with the University.
Student	A person who is enrolled at the University as prescribed in the <a href="#">Admission, Enrolment and Academic Progress Rules</a> .
Unit	A Unit of study or Unit of competency delivered by or on behalf of the University.
Unit Coordinator	An academic Staff member responsible for the coordination of a Unit, or a person acting in that position.

#### 4. POLICY CONTENT

##### **Lecture Capture**

- 4.1 The University is committed to engaging Students in their studies through technology-enhanced learning. The University will use Lecture Capture to enhance Students' educational experiences and supplement its other teaching and learning practices.
- 4.2 To ensure Students have access to prescheduled lectures for review purposes, in venues where the University has recording facilities, the University will use an online video platform to capture video and audio content from all lectures by default. This content will then be provided to Students via the University's virtual learning management system.
- 4.3 The University will take reasonable steps to notify its Staff, Students and guest lecturers that a lecture is being recorded, by displaying notices in appropriate online and physical spaces.

##### **Opt-out approach**

- 4.4 The University adopts an "opt-out" approach to Lecture Capture. Where practicable, all lectures will be captured and uploaded to the University's virtual learning management system by default. The University will give preference to the use of technology-enabled spaces that support Lecture Capture.
- 4.5 Lectures will only be exempted from Lecture Capture in exceptional circumstances, including where it is appropriate due to cultural sensitivities or where the learning activity or teaching method is not

conducive to recording. A Unit Coordinator may submit a request to the relevant Executive Dean before the relevant lecture is due to commence, with a detailed explanation for the requested exemption.

- 4.6 Lecture Captures will only be exempted from being uploaded to the University's virtual learning management system in unforeseen and/or exceptional circumstances, for example where publication would cause improper disclosure of personal or confidential information. A Unit Coordinator must submit a request to the relevant Executive Dean as soon as practicable after the Lecture Capture, with a detailed explanation for the requested exemption. A Student who does not want all or part of a Lecture Capture to be uploaded, should make this request via the relevant Unit Coordinator.
- 4.7 All exemptions under 4.5 and 4.6 must be endorsed by the relevant Course Coordinator and Associate Dean (Discipline), and approved by the relevant Executive Dean.

#### ***Editing and removing content***

- 4.8 The University may edit or delete part or all of a Lecture Capture, to remove content which is not suitable for disclosure, or as an alternative to an exemption being given.

#### ***Availability and conditions of use of recording***

- 4.9 Where a recording is uploaded, it should remain available to Students until after the relevant final examination (including any deferred or supplementary examination) has been completed. Where a lecture is not being recorded, or the recording is not being uploaded for any reason, the University will take reasonable endeavours to notify Students. The University may however withdraw Lecture Capture material at any time where there is a legitimate reason for doing so, with the approval of the relevant Executive Dean.
- 4.10 Where Lecture Capture by the University is unavailable, a Student may, prior to the lecture commencing, ask the relevant lecturer for permission to record the audio and/or visual content of a lecture, where this will not cause significant disruption to the lecture or to other Students. A reasonable request by a Student should not be refused, and the lecturer will notify lecture participants that the lecture is being recorded. A request to record may (for example) be refused in circumstances where the teaching method is not conducive to recording, or where recording would be inappropriate and/or lead to the improper recording or disclosure of personal or confidential information. The Student must agree to:
- (a) use the recording for personal study or revision purposes only;
  - (b) not distribute the recording to any other person; and
  - (c) destroy the recording after they have completed the relevant Unit.
- 4.9 The permission of the relevant Executive Dean is required before any Lecture Capture or Student recording is released into the public domain.
- 4.10 The University may use Lecture Capture as part of an individual learning and assessment plan in accordance with its Student equity, diversity and disability services.
- 4.11 The use of recordings by the University will be in accordance with its [Privacy Policy](#).
- 4.12 The University holds intellectual property rights in relation to recorded material as set out in its [Intellectual Property Policy](#).
- 4.13 Both the relevant lecturer and Unit Coordinator are responsible for ensuring that material recorded as part of a Lecture Capture complies with copyright legislation, and with any guidelines and policies published by the University.

## 5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Policy Owner, Deputy Vice-Chancellor (Education), has overall responsibility for the content of this policy and its operation at the University.

The Manager, Learning Technologies and Innovation is responsible for maintaining this policy.

## 6. RELATED DOCUMENTS:

6.1 The policy is supported by the following:

- [Curriculum Design Policy](#)

6.2 Other documents which are relevant to the operation of this policy are as follows:

- [ECU Strategic Plan 2017-2021](#)
- [Technology Enhanced Learning Blueprint 2017-2021](#)

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

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## 8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
Date Policy First Approved:	4 March 2019
Policy Effective From:	3 June 2019
Next Revision Due:	March 2022
TRIM File Reference	SUB/93793