Student Consent to be Recorded in Synchronous Class Sessions

The current guidance to faculty (October 2020) regarding the recording of synchronous class sessions recommends that if faculty will be recording a session, the following steps should be taken to ensure student privacy:

➢ Include verbiage in the Syllabus that indicates that class sessions will be recorded.
➢ Announce at the onset of a recorded session (each time) that the material is being recorded.
   Allow students to turn off their camera if they do not wish to be inadvertently captured.
➢ Record only the portions of the class that show the instructor. Plan to hold Q & A periods during the session and when you get to one, click pause on the recording.
➢ If the recording contains only the instructor and is shared with the class for later use, the transcript should be edited for accuracy.
➢ Faculty should remind students that they are not permitted to record classes or capture student images in any manner without prior written approval.
➢ Guidance for Recording Class Sessions with TechConnect ConferZoom provides instructions for the appropriate settings in Zoom prior to recording your session.

The issue
Despite guidance on best practices for student learning, some faculty believe that turning the camera on and off during a lecture disrupts the flow of the class and may alter the spontaneity and richness of dialogue that may ensue during a typical class session. As a result, we are looking at providing students an opportunity to agree to being recorded during their class sessions for use by the students in that class only.

The proposal
We have developed a release form that can be administered and stored in Canvas and will be made available for any faculty member wishing to record synchronous class sessions. This waiver will clearly indicate that the instructor wishes to record live class sessions, how those recordings will be used and provide the student to opt out of being recorded.

Final Draft 120220
Begin Consent Form in Canvas---------------

Instructions
Your instructor would like to record the live class lectures for students to review at a later time.

The Family Educational Rights and Privacy Act (FERPA) regulates the disclosure of educational information. When you turn 18 years of age, or are enrolled in a post-secondary institution, you are able to consent to the disclosure of your educational information, which in this case refers to your name, image and/or voice. Additionally, the State of California requires permission prior to recording the image or voice of any individual.

Your instructor will take the following steps when recording:
FERPA Consent—Classroom Recordings

- An announcement will be made when recording is turned on and off.
- Students are not required to turn on their camera during lecture recordings.
- The recordings will only be shared with the students in this class and will not be used for purposes outside of this course.
- Recordings will be available in the "Event Recordings" section of ConferZoom within this Canvas course.
- An accurate transcript will accompany the recordings.
- Break out rooms will not be recorded.

In order to meet state and federal guidelines, students must formally acknowledge and consent that such recordings will take place. Your responses on this form will not affect your grade or status in this course. Should you not wish your image or voice to be recorded, your instructor will provide alternative ways for you to participate. The instructor will determine the appropriate alternative form of participation. The alternatives may include, but are not limited to participation in chat, breakout rooms, interaction on the participant panel, and collaborative documents. This consent form will be in effect for this class only and for the duration of this semester only.

Please answer the questions below acknowledging that you have read the details above and are providing your consent, or lack thereof, to be recorded during synchronous class sessions.

Questions

1. I am 18 years of age or older.
   a. Yes
   b. No. Additional action needed. Please contact instructor.

2. I have read the Student Consent to be Recorded in Synchronous Class Sessions information above and will now respond with my choice regarding video/audio recording in this course.
   Select your preference below:
   a. I AGREE to be recorded realizing my name, image, and voice may be captured.
   b. I DO NOT AGREE to be recorded. I would like my instructor to provide me with an alternative.
   c. I have some questions and would like to speak to the instructor before I respond.

End of Consent Form ---------------

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