Document Title	Recording of Online Synchronous Learning
Policy Area	Area 5: Teaching and Learning
Document Code (version #)	QAP5-4 (V1.0)
Applies to	☐ All ☒ Specific
	☒ Staff only ☐ Learners only ☐ Staff and Learners

Document Owner	Director of Quality and Academic Affairs
Approved by	Academic Council

Approval date	15th November 2024
Effective date	18th November 2024

Related legislation, policies, procedures, guidelines and local protocols	This policy has been designed with due regard to the following:
	- Core Statutory Quality Assurance Guidelines (2016), Quality and Qualifications Ireland
	- Sector Specific Independent/Private Statutory Quality Assurance Guidelines (2016), Quality and Qualifications Ireland
	- Qualifications and Quality Assurance (Education and Training) Act, 2012
	- European Association for Quality Assurance in Higher Education (ENQA), et. al (2015), Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)
	- Statutory Quality Assurance Guidelines for Providers of Blended and Fully Online Programmes (2023), Quality and Qualifications Ireland

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1. PURPOSE

Synchronous learning on Zoom or MS Teams may be recorded by Tutors to provide learners with a resource for revision and review. These recordings will be uploaded to Moodle for access by the learners. This policy outlines the procedures for recording synchronous online classes for learners' which are made available via the Moodle VLE. It also specifies the restrictions on learners recording synchronous online classes to ensure the protection of intellectual property, privacy, and data protection rights.

2. SCOPE

This policy applies to live synchronous sessions delivered by SQT. It covers sessions conducted online through platforms such as Zoom and MS Teams. It applies to both Tutors and learners enrolled in the course.

3. GENERAL PRINCIPLES FOR THE RECORDINGS OF CLASSES

3.1. Learner Recordings

- Learners are prohibited from making audio, video, or screen recordings of synchronous online classes or sessions without the express permission of the Tutor.
- Unauthorised recording of classes constitutes a breach of this policy and may lead to disciplinary actions, including expulsion from the programme.

3.2. Intellectual Property Rights

- All recorded virtual synchronous classes is the intellectual property of SQT unless otherwise agreed by the client in the case of in-house courses. The recordings are provided solely for the purpose of supporting learners in their studies and may not be distributed, shared, or uploaded to any platform outside of the LMS (Moodle).
- Any unauthorised use, sharing, or distribution of online class recordings by learners will be treated as a violation of this policy and will lead to disciplinary measures.

3.3. Learner Consent for Recording

- All recordings will comply with applicable data protection laws and regulations, including the General Data Protection Regulation (GDPR). A detailed procedure is set out in Section 4 below.
- Learners who do not consent have the option to use tools such as turning off their cameras and muting their microphones, ensuring that their image and voice are not captured in the recording. The Tutor will also make alternative arrangements for learners to participate (e.g., through chat functions or non-recorded participation).

4. PROCEDURE

4.1. Recording by the Tutor

- Tutors must begin each session with a verbal notification that the session will be recorded and explain that learners have the option to opt out by turning off their cameras or microphones.
- Tutors will record the session using the designated platform tools (e.g., Zoom, MS Teams) and ensure that learners who have opted out are not included in the recording.
- Recordings will be saved and uploaded to Moodle within the relevant course, remaining accessible to learners for the duration of the course or as specified by the Tutor.

Both Zoom and Microsoft Teams provide mechanisms for notifying participants that a session is being recorded, but they handle consent in slightly different ways as follows:

ZOOM:
- When a session is being recorded, Zoom automatically notifies participants with a pop-up message, giving them the option to consent to the recording before they can enter or continue in the meeting.
- Participants can click "Continue" to accept being recorded or "Leave Meeting" if they do not wish to be recorded.
- Zoom does not track individual consent in a formal way for reporting purposes, but the system assumes that by clicking "Continue" or remaining in the meeting, consent is implied.

Microsoft Teams:
- In Microsoft Teams, when recording starts, all participants will see a banner notification that reads, "Recording has started."
- Teams does not require active consent from participants to continue with the meeting. It simply provides the notification that the session is being recorded, and participants can choose to leave the meeting if they do not want to be recorded.
- Teams does not explicitly track or log formal consent for each participant, but the notification serves as an implied consent mechanism.

4.2. Access to Recordings for Learners

- Learners will be able to access the recordings through the Moodle VLE within their course group.
- Learners will not have access to edit or distribute the recordings beyond personal use for educational purposes within the course.

4.3. Enforcement and Consequences for Breaches

- Any learner found recording live classes without permission or distributing recorded content inappropriately will be subject to disciplinary action.

- Breaches will be reported to the course coordinator, and appropriate actions will be taken in line with SQT disciplinary policies.

5. POLICY MONITORING

Responsibility	Frequency	Methods
Director of Quality and Academic Affairs – Document Update	Per QA audit schedule	- Review of documentation as set out in QAP2-1: Ongoing Review and Update of QA Documents.
Director of Quality and Academic Affairs	Annual	- **GDPR Compliance Review:** Annually review the policy to ensure it complies with any updates to data protection regulations. This includes auditing the retention and deletion of recordings and the handling of personal data. - **Learner and Tutor Feedback**

6. DOCUMENT CONTROL

Version No	Approval Date	Description of Revision	Originator	Approved By
1.0	Nov 24	New Document	Teaching & Learning Committee	Academic Council