



Policy for the recording of online tutorials

This policy is a staff and student facing policy; therefore, some of the sections in the policy will not be relevant to students and some included links may not work.

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Summary of policy

The Open University is committed to helping students achieve their study goals. The University offers online tutorials because there is evidence that they enhance the Open University study experience and give students opportunities to interact and engage with staff and their peers, promoting their learning and enhancing the sense of academic community. The University strongly encourages students to attend 'live' learning events but recognises that circumstances do not always allow this. It therefore endeavours to make recordings available to students.

This policy sets out the rules for the recording of online tutorials, provides guidance for the use and re-use of those recordings and provides clarity on the rights and responsibilities of the University, its staff and its students. The aim of the policy is to ensure that the default position is that students will have access to a recording of each learning event available to them, whilst ensuring staff who are uncomfortable with recording are not obliged to do so.

Scope

Who this policy covers and which circumstances

This policy covers the recording of online tutorials and learning events by the Open University, and the use and re-use of those recordings.

This policy applies to:

- All students who are directly registered with the Open University.
- Learning events which the Open University has responsibility for operating online tutorials.
- All staff who may conduct online tutorials as part of their contracted role with the Open University.

The Policy will be reviewed as necessary to ensure it is aligned with any requirements associated with the new Associate Lecturer contract implementation, due to be effective from October 2021.

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Who this policy does not cover and which circumstances this policy does not cover

This policy does not apply to:

- Events open to the public, or events held on social media (for definitions of social media and its acceptable use, see the Social Media Section of the [Computing Policy](#)).
- Face to face Tutorials offered as part of the Open University study experience.

Related Documentation

Refer to the following student documentation in conjunction with this document:

- [Code of Practice for Student Discipline](#)
- [Student Privacy Notice](#)
- [Dignity and Respect Policy](#)
- [Computing Policy](#)
- [Conditions of Registration](#)

Refer to the following staff documentation in conjunction with this document, these links will not work for students:

- [Behaviours and Standards at Work Policy](#)
- [Disciplinary Policy](#)
- [Data Protection Policy](#)

The Open University Student Charter Values

This document aligns with the following [Open University Student Charter](#) Values:

1. We treat each other with courtesy and respect, respecting the rights of individuals to hold different beliefs and views and to express them appropriately.
2. We value diversity and challenge inequalities and we are stronger for doing so.
4. We communicate with each other in ways which are clear, relevant, accurate and timely.

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6. We actively support student engagement in University decision-making, ensuring the feedback loop is closed; and commit to building partnership between staff and students.
9. As students, we share the responsibility for learning and make a commitment to study and research using the resources and support services available, upholding the highest standards of academic integrity.
10. As staff, we each play our role in enabling high quality learning and advancing knowledge and understanding through research and scholarly activity, ensuring every student is supported.

Introduction

Since February 2018 all Open University modules contain online tutorials. Attendance at tutorials is optional for most modules; The Open University offers them because there is evidence that they enhance the study experience and give students opportunities to interact and engage with staff and their peers, promoting their learning and enhancing the sense of academic community.

The University strongly encourages students to attend ‘live’ learning events but recognises that circumstances do not always allow this. It therefore endeavours to make recordings available to students. The availability of tutorial recordings has benefits for many students.

- It allows students to listen again, make notes at their own speed and revisit topics.
- It allows students who were unable to attend the ‘live’ event for personal, employment or technical reasons to access the content of a tutorial.
- It provides a resource for a student to use in revision or preparation for Tutor Marked Assessments (TMAs), End of Module Assessments (EMAs) or exams.
- Tutorial recordings can be essential for some students with disabilities or additional needs.

This policy sets out the rules for the recording of online tutorials, provides guidance for the use and re-use of those recordings and provides clarity on the rights and responsibilities of the University, its staff and its students.

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Students: for specific guidance on how this policy may relate to your personal circumstances, please contact your Student Support Team via StudentHome or via the 'Contact Us' option on the [Help Centre](#) if you are a current Open University student.

Staff: for specific guidance on how this policy may relate to your personal circumstances, please contact your line manager.

Definitions

A number of key terms are defined in a [glossary](#) at the end of this document.

Policy

1 Purpose

- 1.1 The purpose of this policy is to establish The Open University policy on recording of online learning events, participants' rights, and the use, retention and storage of these recordings.
- 1.2 The objectives of this Policy are:
 - 1.1.1 To set out The Open University's approach to provision of recordings of online tutorials and set the rules for retention and use of those recordings.
 - 1.1.2 To provide clarity on the rights and responsibilities of The Open University, its staff and its students in making and using recordings.
 - 1.1.3 To set out guidance for the use and the re-use of any recording by students and Open University staff.
 - 1.1.4 To ensure that the default position is that students will have access to a recording of each learning event available to them with variation in exception.
 - 1.1.5 To guide students on how they can choose to take part in or attend online tutorials without being recorded.
 - 1.1.6 To set out guidance for the exceptional circumstances in which a student can request to make their own recording of an online tutorial.

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- 1.1.7 To ensure that staff who are uncomfortable with recording are not compelled to record.
- 1.1.8 To ensure compliance with any applicable law and University policies and procedures.

2 Policy Principles

2.1 Recording of online tutorials by the Open University

- 2.1.1 At least one online tutorial recording within a learning event in each presentation will be made available to students. This recording will cover the learning points laid out for that session within the tuition strategy. This applies to tutor group, cluster and module wide events. Therefore, unless a student has a requirement for reasonable adjustments, students must not make their own recordings of tutorials, see section 2.2. For example, if there is the choice of 4 tutorials available for you to attend for TMA 01, at least one will be recorded, and one not recorded for students who are uncomfortable with recordings.
- 2.1.2 The key purpose of these recordings is to enhance student learning, but recordings may be used by the University for other purposes such as staff development and/or scholarship but only as detailed in this Policy.
- 2.1.3 The ambition of this Policy is to ensure that the default position is for students to have access to a recording of each learning event made available to them, whilst ensuring Staff who are uncomfortable with recording are not obliged to do so. If recording for a learning event is not available as per the points in 2.1.5, the taught content will be provided in an alternative format that is suitable to the subject matter as per point 2.4.1.
- 2.1.4 For each learning event the University will designate at least one online tutorial as recorded and one online tutorial as non-recorded. It will be made clear at the point of booking if a tutorial is to be recorded or not to be recorded. If there is only one online tutorial for a learning event every effort will be made to record but the recording will be stopped at key points to allow students to ask questions unrecorded if they wish.

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2.1.5 The Open University will make a recording of an online tutorial available for each learning event available to students unless exceptional circumstances mean it is not appropriate for such tutorials to be recorded or made available. Such circumstances include:

- In exceptional circumstances the planned subject matter and the best approach to teaching the material is deemed inappropriate for recording, for example, the event may significantly focus on discussion of participants' personal experiences or perspectives on sensitive issues.
- The purpose of the learning event is solely for students to practise aspects of their learning experience e.g. language conversation.
- The vast majority of the learning event consists of interactive activities within breakout rooms, resulting in a tutorial that is inappropriate to record.

Should a tutor believe a recording is inappropriate for sharing they should discuss with their line manager.

If a learning event is considered unsuitable for recording this will be justified by module teams to a named faculty representative prior to the start of the presentation. An explanation for the absence of recording availability will be provided to students in advance of the learning event and an alternative learning resource such as an empty room tutorial recording must be made available.

2.1.6 If a tutorial is designated as 'recorded', students should enter the tutorial on the basis that it will be recorded and used as outlined in this policy (see also 2.1.10).

2.1.7 Any breakout room discussions will not be recorded by The Open University.

2.1.8 For recorded online tutorials, at the beginning of the session, staff will notify everyone present in the tutorial by verbal and / or visual notice at that the session will be recorded.

2.1.9 Recorded tutorials will have a section at the end which is not recorded to allow students to ask questions unrecorded if they wish.

2.1.10 If a student decides they do not want to be recorded part-way through a recorded tutorial, the onus is on the student to leave the tutorial rather than recording to be stopped.

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2.2 The recording of online tutorials by students with exceptional circumstances

- 2.2.1 There may be exceptional circumstances where students with disabilities or additional needs, for the purposes of study, may make their own recordings of online tutorials which are designated as 'recorded' as a reasonable adjustment to their studies. There are no circumstances where a tutorial designated as 'non-recorded' will be recorded by The Open University or student.
- 2.2.2 If a student is permitted to make their own recording as a reasonable adjustment, they may record a 'recorded' tutorial in line with all instructions of the staff member delivering the tutorial, for example, pausing the recording to allow others who do not wish to be recorded to ask questions. Such recordings must only be used as a personal aid for study purposes and they must not be made more widely available or distributed. Copies must be deleted following completion of the final assessment relating to the relevant module, or upon the student leaving The Open University, whichever is the sooner. More information about reasonable adjustments for study can be found via the [Disability support pages](#) within the Help Centre.
- 2.2.3 If a student who requires, and is permitted to make, their own recording as a reasonable adjustment, is unable to attend a tutorial designated as 'recorded' and therefore unable to make their own recording, an alternative recording will be made available. This alternative may be an empty room recording, or additional alternatives that the student may find useful can be negotiated with the tutor.
- 2.2.4 Breakout rooms within Adobe Connect are designed to be unrecorded and may be used for students to openly share their experiences and perspectives with their peers. Therefore, students must not record any discussions that take place within breakout rooms.
- 2.2.5 The unauthorised recording of tutorials and the unauthorised sharing of recorded material, including on social media platforms, is covered by the [Code of Practice for Student Discipline](#). Recordings may only be used in the circumstances outlined in this policy and shall not, under any circumstances, be used in any way that brings into disrepute or intends to bring into disrepute the academic staff member, other academic staff, or students whose comments are recorded.

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2.3 Availability and retention of recordings

- 2.3.1 Recordings are only available to students who could potentially have attended the original 'live' event.
- 2.3.2 Recordings will be made available to students via the module website and will be visible to staff and students for the length of the presentation plus three years. This is in line with the [Open University Retention Schedule: Teaching](#), after which the module site and content is backed up to the Digital Archive and content is removed from the VLE.
- 2.3.3 The tutorial recordings will not be copied to any other presentations or be visible to any students who could not have attended the original event. Tutor group online tutorials will be visible only to the tutor group; Cluster tutorials will be visible to the cluster; and module-wide tutorials will be visible to any student on the module on that presentation.
- 2.3.4 In exceptional circumstances the Open University may remove a recorded tutorial from the VLE at any time at its absolute discretion.

2.4 Alternatives to recording

- 2.4.1 If recording for a learning event is not available as per the points in 2.1.5, the taught content will be provided in an alternative format that is suitable to the subject matter. This alternative will by default be an empty room recording. Alternatives will be kept under review and faculties will consider student feedback.

2.5 Participant and Open University rights

Students

- 2.5.1 By entering a designated recorded tutorial, students consent to the Open University recording them and making use of the recording for the purposes set out within this policy.

Staff

- 2.5.2 Staff are reminded to ensure adherence to data protection, confidentiality and third-party rights. Use of external material in tutorials is normally covered as fair use for educational purposes and staff are reminded to check this.

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2.5.3 Personal data being processed for the purposes of the tutorial recordings will be processed in compliance with the University's Students Privacy notice and data protection policies.

2.6 Use of the recording of online tutorials for Staff development and Scholarship and quality assurance

2.6.1 Recordings of online tutorials can be used with staff / tutor permission for observation of staff for development purposes. An agreement will be reached between the Tuition Task Manager (Staff Tutor / Student Experience Manager), Lead Line Manager and the tutor in advance of being viewed as to which existing recording or future tutorial will be viewed for staff development.

2.6.2 Recordings may be viewed by appropriate University staff to observe any reported technical issues or to view how well students are responding to module material. If module teams or line managers feel the need to view recordings for any other purposes this is done in with the permission of and in partnership with tutors and in conjunction with other appropriate University wide policies.

2.6.3 Access to recordings will be available for scholarship purposes as read only whilst the module website is available. Recordings will be viewed to understand the overall student experience of tuition. The observation of the recordings as part of scholarship will inform future Open University practice. Permission of any staff included in the recording will be sought before using it for scholarship purposes.

2.7 Responsibility for the monitoring and compliance of the policy

2.7.1 Breach of this Policy or any applicable law will be dealt with in accordance with The Open University's relevant policies and procedures.

2.7.2 Monitoring of the implementation of this Policy will take place via the Tuition Delivery report which will be compiled annually and submitted to the Student Experience Committee.

2.7.3 Unless a change in operational activities requires an early review, this policy will be reviewed every three years.

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Glossary of terms

The following definitions are intended to clarify terms used throughout the policy.

Learning event

A short-hand inclusive term, covering any tuition event taking place online in real time. This can either be within a tutor group, a cluster or another grouping of students; led by a member of staff.

Tutorial

A learning event delivered online. Generally, this will be Adobe Connect but other types of online tutorials do take place

Tutorial recording

A recording of all or part of an online tutorial made by an Open University staff member.

Empty room recording

A recording made in the correct room for the event but is a tutor summary of the learning event and has no student interaction.

VLE – Virtual Learning Environment

The Open University has a Virtual Learning Environment (VLE) which is an internet-based platform for the digital aspects of its modules. It contains the resources, activities and interactions that a student requires to complete their module.

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Further clarification

Students

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Staff

If you have any queries around the content provided within this document and how to interpret it, please contact your line Manager.

If you have any comments about this policy document and how it might be improved, please submit these to SPR-Policy-Team@open.ac.uk.

Alternative format

If you require this document in an alternative format, please contact the Student Support Team via <http://www.open.ac.uk/contact/> (phone +44 (0)300 303 5303), or your dedicated Student Support Team via StudentHome if you are a

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