



SUNYADIRONDACK

Policy Title: Recording in Classrooms
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Category: Academic Affairs
Responsible Office: Academic Affairs

This policy applies to: Employees, Students

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Summary:

This policy establishes the prohibition of the audio recording of any classroom lectures, discussions or presentations, unless the audio recording is part of an accommodation coordinated through the Accessibility Services Office, a marketing and/or promotional piece coordinated through the Marketing and Communications Office, or unless the instructor chooses to allow such audio recordings and explicitly states so in the syllabus [see Attachment A]. Unless coordinated through the Accessibility Services Office, the Marketing and Communications Office, or upon approval of the Vice President for Academic Affairs or their designee, video recordings, are prohibited due to the requirement to receive prior, explicit permission of all individuals captured by the video. Violations of this policy may constitute copyright infringement in violation of federal or state law, and may be subject to College disciplinary action.

Policy:

Students may not audio record any portion of a lecture, class discussion or course-related activity without the prior and explicit permission of the course instructor, unless the audio recording is part of an accommodation coordinated through the Accessibility Services Office. Permission of recording is not a transfer of any copyrights in the recording or related course materials.

Approved audio recordings are solely for the purpose of individual or group study with other students enrolled in the same class. Recordings cannot be reproduced, transferred, distributed or displayed in any public or commercial manner and cannot be posted on any website or social media site.



Video recordings are prohibited unless coordinated through the Accessibility Services Office or the Marketing and Communications Office or upon approval of the Vice President for Academic Affairs, or their, designee for specific content as outlined in the Other Related Information section below.

Definitions:

College. Use of this term explicitly refers to Adirondack Community College and/or the College's legal acceptable short name, SUNY Adirondack.

Audio Recording. An audio replication recorded on devices including, but not limited to, audio recorders, cell phones, smart phones, digital cameras, media players, computers and other devices that record sound.

Video Recording. A visual, motion picture, replication that may or may not include audio, recorded on devices including, but not limited to, cell phones, smart phones, digital cameras, video cameras, media players, computers and other devices that record video and possibly sound.

Other Related Information:

Video recordings by the Faculty Member of classroom sessions, may include discussion, lecture or course-related learning activity, solely for the following purposes: (a) individual study, (b) immediate review and assessment of student performance in nursing simulation and in public speaking (SPH) classes or (c) hyflex course sections per the college master schedule.

Faculty Handbook

<N:\College Operations\Human Resources\Handbooks\Faculty Handbook>

Student Handbook

<https://www.sunyacc.edu/policies-regulations/student-handbook>

Processes and Procedures:

Instructor Allowed Recordings:

1. Instructors who choose to allow audio recordings will explicitly state so at the beginning of the semester/course by including the exact language provided in Attachment A in the course syllabus. This serves as notice to the students in the classroom.

Guest Speakers:

1. Instructors who have allowed audio recordings in their classroom will inform any guest speaker(s) that their presentations may be recorded by students attending the class.

Recordings as an Accommodation:

1. Students who receive approval for a recording accommodation will receive a letter in writing from the Accessibility Services Office to record any and all lectures as a reasonable accommodation in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.
2. The student is responsible for providing the recording accommodation letter to the instructor(s). The student cannot begin recording a class lecture until the letter has been provided.
3. Any questions from faculty regarding the letter should be directed to the Director of Accessibility Services.



Exception:

1. Recording in a classroom [audio and/or video] for marketing and promotion purposes, by authorized College staff and/or contractors is allowed, with the permission of the individuals captured, following the standard operating procedure of the Marketing Department.
2. The Vice President for Academic Affairs (or their designee) may allow faculty to record classroom sessions under separate authorization. This authorization will include the required language that must be included on faculty syllabi.

Policy Violations:

1. If a suspected, unauthorized recording has been made or an improper use of a recording has occurred, an instructor will make a report to their Division Chair, who will notify the Associate Vice President for Academic Affairs
2. The Associate Vice President for Academic Affairs will conduct an investigation in accordance with the Violations of the Code of Conduct policy located in the Student Handbook.

Forms:

There are no related forms relevant to this policy.

Authority:

Authority to Approve: Vice President for Academic Affairs

Responsible for Oversight: Associate Vice President for Academic Affairs

History:

In 2017, the Executive Committee of the College Assembly charged the Administrative Affairs and Student Affairs Committees to research policy for student recording in class. The Committees provided policy recommendations that the College's legal counsel reviewed and provided guidance on. President's Staff reviewed the draft policy, which was provided to the Executive Council of the College Assembly. Governance feedback was returned from the Student Affairs and Administrative Affairs Committees. The feedback and revised policy were reviewed by President's Staff.

This is the first Recording in Classrooms policy. This policy was approved by the President on 2/13/19. Due to the increase of courses delivered online, the policy was revised to allow video recording by faculty (after approval) for archival purposes through the end of each semester, at which time all recordings will be deleted. The policy was revised on 9/17/20. The Vice President for Academic Affairs provided options for Faculty Course Syllabi 2024-2025 in the Academic News email dated 8/15/24. Those options have been added to Attachment A. In addition, a paragraph was added to Other Related Information to clarify what content may be recorded.

Review:

Annually in May.

Appendices:

None.



Attachment A

Language for Course Syllabi

Audio Recordings Statements: (select Option 1 or 2)

Option 1: Include this language if you wish to allow students to make audio recordings in the classroom:

Audio Recording: *In this course, audio recordings of class discussion, lecture or course-related learning activity are allowed solely for the purpose of individual or group study with other students enrolled in this class. Audio recordings must be destroyed at the end of the semester. Video recordings are prohibited unless coordinated through the Accessibility Services Office or the Marketing and Communications Office. Any student who violates this policy is subject to charges under the Student Code of Conduct. The Vice President for Academic Affairs (or their designee) may allow faculty to record classroom sessions under separate authorization.*

Option 2: Include this language if you wish to prohibit students from making audio recordings in the classroom:

Audio Recording: *In this course, students may not audio record any portion of a lecture, class discussion or course-related activity without the prior and explicit permission of the course instructor, unless the audio recording is part of an accommodation coordinated through the Accessibility Services Office (ASO). Permission of recording is not a transfer of any copyrights in the recording or related course materials. ASO-approved audio recordings are solely for the purpose of individual or group study with other students enrolled in the same class. Recordings may not be reproduced, transferred, distributed, or displayed in any public or commercial manner and cannot be posted on any website or social media site. Video recordings are prohibited unless coordinated through the Accessibility Services Office or the Marketing and Communications Office. Any student who violates this policy is subject to charges under the Student Code of Conduct. The Vice President for Academic Affairs (or their designee) may allow faculty to record classroom sessions under separate authorization.*

Video Recording Statement: *Recordings by the faculty member of the classroom session, including class discussion, lecture, course-related learning activity or flexible modality, may occur solely for one of the following purposes: (a) individual study by a student who needs to review the class, or (b) immediate review and assessment of student performance in nursing (NUR) simulations and in public speaking (SPH) classes. The recordings must be destroyed at the end of the semester. The recordings cannot be reproduced, transferred, distributed or displayed to any other student or individual or in any public or commercial manner, and cannot be posted on any website or used in any type of social media. All students in the class are deemed to have consented to the recordings and their use in the specified manner as part of the class requirements.*