

Academic Policies and Procedures: General

Course Recording

In order to deliver meaningful, high quality, accessible instruction, some Albertus

Magnus courses may be video and/or audio recorded by the faculty/college. Students will not record any audio/video in classes (unless as an approved disability accommodation). To protect privacy rights, all students must abide by the guidelines and requirements set forth in this policy:

- Students must obtain prior approval in order to record any class. Evidence of students recording, sharing or posting recordings may be considered a violation of the tradition of honor.
- Students provided with authorized copies of recorded class sessions may use them for academic purposes only, such as completing course assignments.
- Students provided with authorized copies of recorded class sessions will delete the recordings after viewing/using them.
- Students provided with authorized videos of class sessions will not post them online, send/share with friends or family, save to personal computers/servers or use them for any other personal or professional purpose.
- Students participating in virtual classrooms or classes that are being recorded should refrain from sharing personally identifiable information from education records.
- U.S. Copyright Law and Connecticut State law protect the intellectual property of the students and faculty members, which may include, but is not limited to: lectures, demonstrations, or performances.
- Any redistribution of authorized recordings constitutes academic misconduct and may result in disciplinary sanctions.
- Anyone suspected of misusing authorized video or audio recordings should be reported to the College as this violation falls under the FERPA laws and are subject to an investigation.