

The following guidelines outline faculty and student responsibilities for the recording and sharing of course learning activities and material with potential student or classroom guest interactions in them at Canadore College. The guidelines adhere to College policies and applicable government Acts and Regulations.

A. FACULTY RESPONSIBILITIES

When recording and sharing course learning activities or material at Canadore College, faculty shall:

- **Record** for course learning purposes only.
- **Notify** students and classroom guests of the intent to record course learning activities or material by posting the Canadore College Recording Notification (see below) to the course Section Specific, iLearn course shell, or both, and reference the notification before the start of a recording.
- **Accord** students and classroom guests the ability to do one or all of the following during a recording to limit the type and quantity of personal information (e.g. name, image, opinion, work) recorded in accordance with the **Freedom and Protection of Privacy Act**:
 - Turnoff video and/or audio;
 - Communicate via chat, email, or another alternate means established ahead of time by the instructor;
 - Assume a pseudonym profile known only to the student and instructor.
- **Explain** recording guidelines and **receive** permission from guest speakers or any other classroom guests to record a presentation that they participate in with the completion of Canadore College's Recording Release Form.
- **Ensure** recorded content adheres to College copyright policies and government copyright Acts and Regulations such as the **Copyright Act**.
- **Create** recordings that meet accessibility standards (e.g. include transcripts or closed captions) outlined in the **Accessibility for Ontarians with Disabilities Act (AODA)**, and the **Ontario Human Rights Code**.
- **Store** recordings within a College approved password protected environment (e.g. College assigned computer, Echo360, OneDrive, Microsoft Stream).
- **Share** recordings from a College approved and password protected environment (e.g. iLearn).
- **Limit** the access to recordings to students enrolled in a course, instructors assigned to teach it, and staff/administrators assigned to support it.
- **Dispose** of recordings in accordance with the following timelines:
 - **30 days** from the last day of the course for recordings of students' personal information (e.g. voices, images, opinions, work);
 - **1 year or after the course appeal deadline**, whichever comes first, for recordings of student evaluations.
- **Allow** students with a Student Success Profile to record course learning activities for learning purposes only upon request, and via a manner consistent with College-approved procedures.
- **Communicate** recording or breach of privacy concerns to their supervisor.
- **Review** recording guidelines with students.

B. STUDENT RESPONSIBILITIES

With respect to recordings of course learning activities or material at Canadore College, students shall:

- **Communicate** their choice to not have personal information (e.g. image, voice, opinion, work) recorded in writing to the course instructor, and work with the instructor to determine a suitable means to participate fully in required course learning activities.
- **Access** and view recordings for their own educational purposes **only**, and not reproduce, edit, download, upload, or share recordings in other locations with unauthorized individuals.
- **Seek** instructor permission to record learning activities or material and abide by any rules or conditions set forth by the instructor for recording, the College's [Protection of Privacy Policy](#), and the [Freedom of Information and Protection of Privacy Act](#), and [Personal Health Information Protection Act](#).
- **Avoid** recording any individual including peers, guest speakers, or other classroom guests whom object to being recorded.
- **Abide** by the College's [Respectful College Community Policy](#), the [Sexual Assault and Sexual Violence Policy](#), [Safe College Community](#), and [Computing and Network Acceptable Use Policy \(AUP\)](#) when recording, uploading, and sharing video content using College computing technologies.
- **Dispose** of recordings within **30 days** from the last day of the course.
- **Provide** any unedited recordings made of course learning activities or material with the course instructor or authorized College administrators if requested.
- **Communicate** recording or breach of privacy concerns to the course instructor or to the Dean's Office.
- **Review** and **abide** by recording guidelines.

CANADORE COLLEGE RECORDING NOTIFICATION

Video recording of class sessions: This class may be recorded by faculty of the College. Faculty will inform students when recording of the class commences and ceases. ‘Recorded’ means that the audio-visual and chat portions of the class will be recorded and then be stored on the College or vendor provider server. They will be made available to students, but only for the express and sole use of those registered in this course. The recorded material will be removed within 30 days of completion of the course unless the College has reason to retain it longer for auditing purposes. If you do not want to be recorded, please turn off your audio or video, or both. If you turn off your audio, you may still be required to participate by means established by the instructor. No other recording of the sessions is permitted by students. The sharing, altering, or distorting of any audio-visual capture of a class session is not permitted. As a student participating in an online learning environment, you must abide by all College rules and regulations including, but not limited to, rules in your course outline, the [Respectful College Community Policy](#), the [Sexual Assault and Sexual Violence Policy](#), [Safe College Community](#), and the [Computing and Network Resources Acceptable Use Policy \(AUP\)](#), as well as any applicable laws. Any violation of these rules may lead to disciplinary action, up to and including expulsion from the College, or legal action. If you have any questions or concerns about this recording, please contact your instructor or the College’s privacy officer at privacy.officer@canadorecollege.ca.

Video recording during assessment activities: Faculty or Student Success Services may use video recording during sessions where the students are being evaluated, such as during tests and exams, oral presentations or physical demonstrations. In those cases, the recording is for the express purposes of conducting assessment and ensuring academic integrity. These videos will be stored on the instructor’s computer and can only be accessed by the instructor, or members of the Grade Review committee if a grade is appealed by the student. After the appeal deadline is passed, any such video will be permanently deleted unless the College has reason to retain it longer for auditing purposes. A student who does not want to be recorded may discuss alternate evaluation schemes with the instructor, who will attempt to accommodate the request. If you have any questions or concerns about this recording, please contact your instructor or the College’s privacy officer at privacy.officer@canadorecollege.ca.