

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