



Title Classroom Recording Policy	Number: 112	Page: 1 of 2
	Date: 6/18/2020	

I. PURPOSE

The purpose of this policy is to define appropriate procedures for capturing, sharing, and protecting classroom recordings. If a student is identified or recognizable in an audio or video recording or image, this recording can be considered part of the V W X Educational record and is protected by the Family Educational Rights and Privacy Act (FERPA). This policy does not apply to recordings that include only the instructor.

II. SCOPE

This policy applies to students, faculty, and staff at the VSCS.

III. STATEMENT OF POLICY

1. Students shall be informed that they are being recorded and be given a chance to opt out. Students who choose to opt out shall be provided the same educational experience as students willing to be recorded. See sample advisory statement in section 6 below.
2. Classroom recordings may be made and/or used by an individual student with approved accommodations for a documented disability in compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and VSCS Policy 311 Nondiscrimination and Prevention of Harassment and Related Unprofessional Conduct.
3. Classroom recordings may be shared only with students enrolled in that class by posting a link to the recording in the Canvas (

YouTube or another openly accessible website), must obtain written consent from all students in the recording before making the recording publicly available.

6. Classroom recordings may be retained for a maximum of six months, according to the [VSC Records Retention Schedule](#).

IV. REFERENCES

Family Educational Rights and Privacy Act (FERPA) website

VSC Policy 312 Compliance with the Family Educational Rights and Privacy Act (FERPA)

VSC Policy 209 Records Retention Schedule

VSC Policy 311 Nondiscrimination and Prevention of Harassment and Related Unprofessional Conduct

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