

# ARC-ISP 642

## Personal Audio and Video Recording Policy

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### PURPOSE

To establish guidelines for personal audio and video recordings in class or other campus interactions between students, faculty and staff of the college.

### SUMMARY

Clackamas Community College acknowledges that there are many reasons why students would want to record lectures, other class content, or campus interactions to enhance their educational learning experience. The college also acknowledges that still photography, video, and audio recordings can in some cases conflict with copyrighted material, confidentiality, or other privacy concerns of other campus community members.

The policy sets forth guidelines in compliance with Oregon law and Section 504 of the Rehabilitation Act of 1973 for the use audio recordings in a classroom to support personal educational learning while respecting federal copyright laws.

### STANDARD

Any recording with a concealed recording device for personal, non-educational purpose, and without the knowledge and consent of others, whether in class or not, is prohibited (ORS 165.540). Recording for this policy is defined as any still photography, audio and/or video recording on any type of concealed device in class or in other campus interactions between students, faculty and staff of the college.

#### 1. Classroom Standard

Clackamas Community College course materials are generally protected by federal copyright laws and should not be recorded unless one of the following conditions are met:

- a. With prior permission of the instructor; or
- b. As a reasonable academic accommodation established by the Disability Resource Center.

Instructors may request that during personal small group interactions, or other class activities involving peer discussion which are not instructor led, that recorders be turned off unless the group consents to be recorded.

## 2. Campus Standard

Recording on the Clackamas Community College campuses for classes or other campus interactions shall be done for personal educational benefit only as permitted by Oregon law (ORS 165.540(6) (b)) with a recording device in open and plain view. The following guidelines must be followed:

- a. Any photos or recordings will not be released to others or shared in postings on the internet, website, or any other social media.
- b. Course photos, recordings or materials will not be disseminated in any part, to others, or in any way that would prevent a Clackamas Community College instructor's ability to copyright lecture.
- c. Photos, recordings, and materials will only be used under personal fair use guidelines and not infringe upon copyrights of instructors or others.
- d. Personal discussions or confidential information will not be recorded in private without the knowledge and consent of the other parties.
- e. Students who have received an academic accommodation to record lectures from the Disability Resource Center (DRC) must complete a recording agreement with the DRC.

In addition to legal repercussions, violation of any section of this policy could lead to disciplinary action following the Student Code of Conduct.

## END OF POLICY

## APPROVALS

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| Last Reviewed                    | Date:   |
| Administered by                  | Disability Resource Center                        |
| Maintained by                    | Access, Retention, and Completion Committee (ARC) |
| ISP Committee – if appropriate   | Date 04/28/2017                                   |
| General Counsel                  | Date 03/16/2017                                   |
| College Council – first reading  | Date 05/05/2017                                   |
| College Council – second reading | Date 06/02/2017                                   |
| President's Council              | Date 11/21/2017                                   |