

**ARCADIA UNIVERSITY
FACULTY CLASSROOM RECORDINGS
BEST PRACTICES**

Today, more and more instructors are using video and audio recording of class sessions and student projects. These recordings are primarily utilized to allow students to watch a missed session, to review an earlier session, or to share with a future class. If any student is identifiable in a recording of a class or other educational event, it may constitute an educational record protected under the Family Education Rights and Privacy Act (“FERPA”). To ensure FERPA compliance, follow these acceptable practices:

1. Inform students that a recording is being made, the reason for the recording, and who may be viewing the recording in the future. This should be done in the syllabus provided at the beginning of the semester for each undergraduate class or graduate program of study (See recommended sample Syllabus statement below).
2. If possible, avoid recording students and keep the focus on the instructor. If the recording (audio and video) includes only the instructor, it is not a student educational record and not subject to FERPA guidelines.
3. Should a student appear in a recording, limit access to the video to other students *currently enrolled in the same class*. Under FERPA, no additional student consent is required for this use of the educational record.
4. If students will be permitted to review a recording in which a student is identifiable, the syllabus should prohibit student’s capture or copying of all or any part of the recording by any means and sharing with others. Students violating this prohibition may face disciplinary actions under the Student Code of Conduct (See recommended sample Syllabus statement below).
5. Should you wish to use the recording outside of the current course (in any venue, including future courses) you may either:
 - a. Edit the recording to remove any portion in which a student appears or blur the student’s image and alter the student’s voice. The recording will no longer be an educational record and therefore will not subject to FERPA; or
 - b. Obtain individual Classroom Recording Consent Forms* (attached) from the students in the recording, which allow use of this portion of the recordings. This can be requested of all undergraduate students at the beginning of each class every semester. For graduate students, this can be requested at the beginning of the program of study each semester. The department must retain a copy of the form.
6. Because student presentations make it more difficult to de-identify the student, the instructor should always obtain a Classroom Recording Consent Form from the student making a presentation. Exception: if the recording is being made of an individual student to assess performance during a practical exam and will be viewed by appropriate faculty members (course

* Please note that in order to prevent a FERPA violation, the Classroom Video Consent Form cannot be altered – it can only be agreed upon in its entirety or declined.

instructor, advisor, etc.) only, prior written consent of the student is not required since the parties viewing the recording have an interest that is essential to carrying out their job responsibilities related to education. If such recorded session is used for any other purpose (used as an example of good performance in a classroom session), a Classroom Recording Consent Form must be obtained from the student.

7. Students cannot be compelled or required to give consent to release information via a recording. A student's consent to appear in a recording must be both informed and voluntary. The request for consent must inform the student of all of the intended uses of the recording. Voluntary means that the consent is freely given without persuasion or coercion and that the student receives neither advantage nor disadvantage by providing consent.

8. Students who do not wish to appear in a recording must have the same educational experience as students willing to be recorded. Requesting that they not ask questions or must sit in certain seats is not appropriate.

9. If a student refuses to provide consent, a recording may still be made as long as it contains no record of that student.

10. If you need guidance on issues related to classroom recordings and student consents please contact the Arcadia University Office of General Counsel at 215-572-2926.

Recommended Syllabus Statement:

Meetings of this course might be recorded. Any recordings will be available to students registered for this class. This is intended to supplement the classroom experience. Students are expected to follow appropriate university policies and maintain the security of passwords used to access recorded lectures. Recordings, or any part of the recordings, may not be reproduced, shared with those not in the class, or uploaded to other online environments. Doing so would be a breach of the Student Code of Conduct. If the instructor or any other Arcadia representative plans any other uses for the recordings beyond this class (i.e. to share with other sections of the class or future classes), students identifiable in the recordings will be notified to request consent prior to such use.

ARCADIA UNIVERSITY
STUDENT CLASSROOM RECORDING CONSENT FORM

Student Name: _____
Student ID: _____
Student Email: _____

In connection with my participation in the following class:

Department: _____
Course Number: _____
Semester: _____

I understand that class sessions and projects may be audio and/or video recorded or that the course requires participation in a course blog, live chat, discussion board, or other social media event. I acknowledge that I was informed or made aware of this by the instructor before the start of the course. I have no objection to Arcadia University using my voice or likeness for educational or promotional purposes without compensation, and I hereby permit Arcadia to release the education records that consist of recordings of my voice or likeness as I participate in a class, independent study, practical exam, or other academic event (such as when I am giving a presentation or asking questions in the class) and/or depictions in the recordings of presentation slides or other materials I have created for the class. This information may be released and viewed by third parties. I am allowing this release of my education records for educational purposes and to allow Arcadia to publicize and promote its educational programs and to further the education of other students.

I also grant Arcadia the irrevocable, royalty-free right (i) to use photographic, video, or audio recordings or images of me including my materials, and (ii) to make such recordings or images available in Arcadia's print or electronic publications and promotional or educational materials.

There is no time limit on the validity of this consent and release. I understand my agreement is voluntary and is not a condition or requirement of my participation in the class or my attendance at Arcadia.

- Yes, I agree to the above terms.
- No, I do not agree to the above terms.

Student Signature: _____ Date: _____

Parent/guardian Signature: _____ Date: _____
(If student under 18)