

RECORDING OF SCHOLARLY WORK AND STUDENT WORK POLICY

Policy purpose

The purpose of this policy is to establish the rights and responsibilities when scholarly work and student work are recorded and distributed for teaching, learning and research purposes.

Massey University staff, students and guests involved in the recording of scholarly and student work must also comply with the associated *Recording of scholarly work and student work framework* and the *Code of ethical conduct for research, teaching and evaluations involving human participants*.

Recording refers to the action or process of recording sound or a visual performance for subsequent reproduction or broadcast.

This policy, and associated framework, relate only to recordings. Therefore, they do not apply to learning experiences streamed live, which are instead considered to be attended in person but from a different location.

The policy

A: Recording of learning experiences

1. Students

- 1.1. Each student may make a recording of a learning experience subject to Section 2.1. The recording may only be used for research or private study purposes and not be re-distributed.
- 1.2. A student's participation in a learning experience that is recorded by the University, whether as an active participant or a member of the audience, is deemed to be with that student's implied consent. This section is subject to section 3.1.
- 1.3. Each student who actively participates in a learning experience recorded by the University may request in writing the removal from the recording of any content that personally identifies that student. This section is subject to section 3.5.
- 1.4. Each student may only access recordings for papers they are enrolled in or that are publicly available.

2. Staff and guest lecturers

- 2.1. Staff or guest lecturers may require a student to stop recording if they reasonably consider the recording is intrusive, or the learning experience contains information that is sensitive, subject to copyright and/or confidential and is therefore inappropriate to record.
- 2.2. Staff or guest lecturers may request in writing the removal of any content recorded by the

B: Recording of scholarly work

3. University

Recording

3.1. The University may record a scholarly work:

- (i) after clearly notifying students and staff that the learning experiences in the paper in which the students are enrolled may be recorded
- (ii) with the explicit written consent of any guest lecturer
- (iii) after informing students and lecturers of applicable cultural protocols.

3.2. The University will retain the recorded scholarly work in accordance with approved data management practices.

Distribution

3.3. The University may distribute a recorded scholarly work for use in a course of instruction by:¹

- (i) screening the recording to a class, or making one copy of the recording available in the library to students of that class
- (ii)

¹ Copyright Act 1994, s 44 (Copying for educational purposes of literary, dramatic, musical or artistic works or typographical arrangements).
