

## RECORDING OF SCHOLARLY WORK AND STUDENT WORK FRAMEWORK

Section	Academic
Contact	Academic Policy and Regulations Unit
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### Framework

The University has a responsibility to ensure that staff, students and university guests understand the rights and responsibilities in relation to any recording of scholarly work and student work for teaching, learning or research purposes. The purpose of this document is to outline the framework supporting the Recording of scholarly work and student work policy to ensure that relevant legislative and policy requirements are achieved.

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 policy and the Massey University 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.

### Recording consent

To ensure that, where it wishes to record and distribute scholarly work or student work for teaching or research purposes, it informs staff, guest lecturers and students of their rights and obtains their consent or specified permissions.

A: The U. The written consent is to be stored in accordance

attendees that scholarly work may be recorded or streamed and  
in a work being recorded is deemed to be with implied consent

their rights in regard to requesting removal of content from a recording

ence members are aware that a recording is taking place by clearly

- x displaying signs in all venues where scholarly work or student work is recorded. Advice will also be provided at any other location, such as an off-site venue, where a recording is being made
- x ensure that a “recording light” that identifies when a recording is taking place is easily able to be seen by all students in attendance.

**B: Staff will :**

- x complete an Authorisation for recording form before any recording is made for teaching, learning or research purposes (this form will include the metadata required for data management and storage purposes)
- x ensure that students provide explicit consent before any recording is made of student work for teaching, learning or research purposes
- x ensure that guest lecturers provide explicit written consent before any recording is made for teaching, learning or research purposes. The written consent is to be stored in accordance with the Records management policy
- x provide consent to any “reasonable request” from a student to make personal video recordings of a learning experience. In the case of a student with a documented disability, a request may be made by an appointed delegate. Reasonable request means a request in which the student undertakes to use the recording solely for the purpose of studying, a valid reason is given of how the recording will support their learning, and no significant disruption to the class or teaching space will occur
- x not use their scholarly work or any other student work recorded by the University in the provision of a course at any other university or tertiary education provider during the term of their employment, other than as reasonably required as part of that staff member's overseas duties, study leave, secondment or similar visit to that university or tertiary education provider approved by the relevant line manager for that staff member.

**C: Students will:**

- x be able to make a recording of a learning experience. The recording may only be used for research or private study purposes and not be re-distributed<sup>1</sup>. In the case of a student with a documented disability, a request may be made by an appointed delegate
- x stop recording if a staff member or guest lecturer reasonably considers that 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
- x ensure that the recording does not cause any significant disruption to the class or teaching space
- x provide explicit consent prior to participating in any recording of st1e

- x ensure staff, students and guest lecturers understand their responsibilities in relation to material they have included for which they may not be the copyright holders
- x accept responsibility for copyright issues arising from the distribution of recorded learning experiences and student work more widely than to the relevant group or target audience
- x accept responsibility for ensuring that copyright permissions relating to embedded material (for example, video, audio recordings, and pictures) is obtained where recordings will be distributed, or available, to enrolled students and/or persons other than staff through centrally administered University channels
- x provide copyright warning and limitation of use notices for any learning experience or student work it records and distributes via audio or video for teaching and learning purposes
- x remind staff that, due to the automated nature of the recording system, recordings are not monitored or edited and the staff member is responsible for ensuring all material recorded conforms to copyright guidelines.

**B: Staff will :**

- x use copyright material of others in accordance with the University's copyright licensing agreements and New Zealand copyright legislation
- x obtain permission for use of material not covered by the University's copyright licences or exceptions under legislation
- x ensure that copyright permissions relating to embedded material (for example, video, audio recordings, pictures)

In granting permission for recording of their works guest lecturers have the option of:

- x giving intellectual property rights to the University
- x assigning intellectual property rights to a creative commons license
- x assigning restrictions as they require.

Guest lecturers have a number of responsibilities. When their work is recorded, they will:

- x give explicit written permission prior to any recording
- x use copyright material of others in accordance with New Zealand copyright legislation
- x obtain permission for use of material not covered by New Zealand copyright legislation.

When guest lecturers record other scholarly work or student work, they will:

- x make personal recordings only with the permission of the staff member or student who produced the work and use such recordings only for private or research purposes
- x agree to destroy the recorded material at the completion of the purpose for which it was recorded.

#### Intellectual property

The University has a non-exclusive, royalty free, irrevocable, transferable perpetual license to use, modify and reproduce learning experiences and student work recorded for teaching and learning purposes.

For further detail on issues relating to intellectual property please refer the University Intellectual property policy.

(traditional and contemporary knowledge)

Staff, students, and guest lecturers will seek advice from the Head of School, Te P tahi-a-Toi, School of M ori Art, Knowledge and Education if that recording contains M tauranga M ori (traditional and contemporary) that is held in accordance with traditional values and practices.

#### Publication and distribution

All

available to staff.

#### Offsite recording

The policy and framework cover the recording of scholarly work or student work under the control of the University, both on campus and at external locations. For example:

- x Guest I



Student work: all literary, dramatic, musical or artistic works, sound recordings, films or communication works produced by a student in the course of his or her enrolment at the University and includes reports, research papers, theses, dissertations, books, journal articles, conference papers and book reviews, but excludes software.

University: Massey University, including all its constituent components such as, colleges, institutes, and schools.

### Relevant legislation

Copyright Act 1994 and Amendments  
Privacy Act 1993

### Legal compliance

A: Privacy Act

Collection, use and disclosure of personal information must comply with Principles 1-12 of the Privacy Act 1983. Personal information is any information about an identifiable living individual. The University is permitted to collect, store, use, and disclose personal information relating to students in accordance with the Privacy Act 1993 for the of