



# **CONTENT CAPTURE POLICY**

## **(Students)**

June 2022

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Document title	
Content Capture Policy (Students)	
Document author and department	
Dr Harriet Dunbar-Morris, Directorate	
Approving body	
Academic Council	
Date of approval	
21 June 2022	
Review date	
July 2025	
Edition no.	
1	
ID Code	
257	
Date of effect	
July 2022	
For public access online (internet)?	<b>YES</b>
<p>External queries relating to the document to be referred in the first instance to the Corporate Governance team: email <a href="mailto:corporate-governance@port.ac.uk">corporate-governance@port.ac.uk</a></p> <p>If you need this document in an alternative format, please email <a href="mailto:corporate.communications@port.ac.uk">corporate.communications@port.ac.uk</a></p>	

The latest version of this document is always to be found at: <http://policies.docstore.port.ac.uk/policy-257.pdf>

# Summary

## 1. What is this policy about?

The University's Content Capture policy for staff dictates that staff should capture and publish relevant aspects of all formal taught content, such as lectures and seminars. You, as a student of the University, may wish to record content yourself; this policy sets the circumstances when this is allowed. Although relevant aspects of taught content (see definition, section 10) will be captured, the University expects all students to participate fully in the learning opportunities provided by their course of study, and thus expects attendance at lectures and seminars. Note-taking in lectures and seminars is itself a valuable skill.

## 2. Who is this policy for?

This policy applies to all students of the University, and also other third parties. A separate policy applies to staff at: <http://policies.docstore.port.ac.uk/policy-234.pdf>.

## 3. How does the University check this is followed?

As a student of the University, you will be expected to voice views and opinions related to content capture via student voice mechanisms such as Student Voice Committees and Faculty Student Forums.

## 4. Who can you contact if you have any queries about this policy?

If you have questions about this policy please contact the Dean of Learning and Teaching by email at [deanlandt@port.ac.uk](mailto:deanlandt@port.ac.uk)

## 5. Executive summary

The University expects you, as a student, to participate fully in the learning opportunities offered by your course of study. As part of this, attendance at formal teaching events is an expectation.

The core principle underlying this policy is that all students should have access to learning from all formal teaching sessions regardless of whether physical attendance is possible. This does not mean that the entirety of all sessions will be captured, but that students will be provided with an opportunity to engage with the core learning from all formal teaching sessions. This captured content includes (i) audio and/or video recording of formal teaching events (often referred to as lecture capture), or (ii) provision of other materials that provide students with the ability to revisit all or part of a taught event and assessments, e.g. the production of self-study resources, “how-to” guides, written/audio/video summaries of sessions, or learning materials with improved accessibility features, whether or not a part of a formal teaching event.

There are benefits to every student of having the ability to revisit all or part of a taught event. In particular, it:

- Allows students to revisit points they did not understand in the session.
- Provides support for students who are unable or find it difficult to take notes in class.
- Helps students whose first language is not English.
- Constitutes a valuable revision resource.
- Offers an option for students who are unable to attend the session (e.g. due to illness or a caring responsibility).
- Provides the benefits and flexibility of blended and distance learning, improved accessibility, and opportunities for students to develop digital and online skills.
- Provides for the continuation of learning where face-to-face teaching is not possible, for example as a result of the Coronavirus pandemic.

This policy also covers legal restrictions around intellectual property and the use of recordings, as well as the University's ‘anticipatory’ duty under the Equality Act 2010 to ensure that there is provision and support (reasonable adjustments) made for and available to disabled students.

# Policy

## 1. PURPOSE AND PRINCIPLES

- 1.1. The University recognises the benefits to every student of the ability to revisit all or part of a taught event. The capture of taught content is not only popular with students, it provides a number of important learning benefits. In particular it:
  - 1.1.1. Allows students to revisit points they did not understand in the session.
  - 1.1.2. Provides support for students who are unable or find it difficult to take notes in class.
  - 1.1.3. Helps students whose first language is not English.
  - 1.1.4. Constitutes a valuable revision resource.
  - 1.1.5. Offers an option for students who are unable to attend the session (e.g. due to illness or a caring responsibility).
  - 1.1.6. Provides the benefits and flexibility of blended and distance learning, improved accessibility, and opportunities for students to develop digital and online skills.
  - 1.1.7. Provides for the continuation of learning where face-to-face teaching is not possible, for example in a pandemic.
- 1.2. This policy has been developed to ensure that you, the students, are clear about your rights and responsibilities when taught content is captured.
- 1.3. In support of a consistent and inclusive student experience, staff are expected to make available relevant aspects of all formal taught content via Moodle as a matter of course. This is a core principle underlying this policy. To give you, the students, access to learning from all formal teaching sessions regardless of whether you are able to physically attend. While much of this document focuses on audio and video content recording, it is important to understand that content capture is more than that, and provides staff opportunities to generate a range of support materials that meet the core principle.
- 1.4. Not all teaching styles, nor all formal teaching sessions, are suitable for recording, and students might not find benefit in reviewing (overly-long) recordings. If a formal teaching session is not recorded, staff must provide a suitable summary for students<sup>1</sup>. For example, and these are examples of content capture, this could be a short recording (audio and slides), a written summary of the session or a clearly annotated copy of the presentation slides providing an overview of key points, threshold concepts, or a discussion of points that students might have difficulty in understanding.

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<sup>1</sup> In the case of disabled students, a transcript in accessible format would have to be provided as part of our anticipatory duty.

- 1.5. Content capture is not a replacement, except in exceptional circumstances, for physical attendance at sessions. It is important to fully participate in all the learning opportunities offered by your course of study, and attendance at formal teaching sessions is an expectation.

## 2. SCOPE

- 2.1. This policy defines the University's expectations in relation to the student use of captured taught content.
- 2.2. The policy also provides guidance relating to the capture of taught content by students.

## 3. RECORDINGS PROVIDED BY STAFF

- 3.1. Where taught content is being recorded, only the audio and/or video of the session presenters and/or teaching resources should be captured, not students or other session attendees. However, there will be circumstances when the recording of other session attendees is desirable/unavoidable. Section 8 outlines the rights of participants in this situation.
- 3.2. Students are not permitted to make video recordings of taught content via any means; only staff are permitted to video record taught content.
- 3.3. Students are permitted to make audio recordings of taught content for pedagogic reasons, or if this has been agreed specifically as a reasonable adjustment (see section 5). Staff will remind students of this restriction at the beginning of live recordings. Video recording of taught content or misuse of audio or video recordings by students may be considered a serious case of misconduct. If any student is in violation of this restriction, the relevant member of staff will notify the relevant School/Department.

## 4. ACCESS TO RECORDINGS

- 4.1. Recordings of taught content are made available to you, the students, on the relevant Moodle module pages, no later than five working days after the session, and will remain available to you during the duration of your course of study.
- 4.2. Access to recordings of taught content on Moodle must only be made available to staff and students of the University.

## 5. USE OF RECORDINGS

- 5.1. The following uses of taught content recordings are permitted under this Policy:
  - 5.1.1. You may only use a recording for educational purposes and for the purposes of your own personal study while at the University; you must destroy any copy of the recording you hold once this purpose has been met.

- 5.1.2. The University or students may use a recording of a taught session, recorded in accordance with the terms of this Policy, within the scope of an investigation under the Code of Student Behaviour.
- 5.1.3. You are prohibited from sharing any recordings of taught content, in any format, outside of the University.
- 5.2. The provision of captured taught content does not constitute a replacement for student attendance at a formal taught session, unless the University has specified this as a reasonable adjustment for a disabled student, or where absence is authorised.
- 5.3. The University and Schools/Departments will provide guidance to you on how to benefit from formal taught sessions, and how to use any recordings of those sessions appropriately.

## 6. ACCESSIBILITY AND INCLUSIVITY

- 6.1. The University seeks to increase the accessibility and inclusivity of learning and teaching for all students but it has a specific 'anticipatory' duty under the Equality Act 2010 to ensure there is provision and support (reasonable adjustments) made for and available to disabled students. The duty to make reasonable adjustments requires the University to take positive steps to ensure that disabled students can fully participate in their education and enjoy the other benefits, facilities and services which education providers provide. The following points apply to students with a disability and who have adjustments in place to support their academic studies.
- 6.2. All recordings of formal teaching sessions will be made available in a format that is accessible to you (e.g. by providing transcripts, subtitles or auto-captions).
- 6.3. Students with disabilities shall be permitted to audio record lectures, tutorials and supervision sessions using their own equipment for their own personal learning.
- 6.4. The terms and restrictions outlined in section 5 apply to recordings made by students with disabilities as they do to non-disabled students. As a student, you agree to these terms and conditions as part of your contract with the University, and assent to them on enrollment.

## 7. INTELLECTUAL PROPERTY RIGHTS

- 7.1. There are potentially numerous different intellectual property rights that could arise in the context of capturing or recording taught content. The University's Intellectual Property (IP) policy covers the status of intellectual property generated by the University's staff and students.
- 7.2. Performers' property rights are personal rights that attach to the individual performance a person makes, for example through their participation in a taught session that is recorded. As a result, performers have certain rights that afford protection to their own individual performance of content, rather than to the content itself.
  - 7.2.1. You, as a student, and any other individual within the audience of a recorded lecture, do not acquire performers' rights, except where you make a contribution that amounts to a performance (as defined in the CDPA).
  - 7.2.2. The University acknowledges that performers' property rights may arise in respect of students who make a significant contribution to recordings of taught content.
  - 7.2.3. These rights reside with you as a student of the University, who agrees to the recording of the session and agrees that the University may use your performance for educational purposes.



- 7.3. Recordings of special category data will not be permitted without the written consent of the individual(s) to whom the data relate. "Special Category Data" is defined under Article 9 of the General Data Protection Regulation to include generally any personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership and the processing of genetics data, biometric data, data concerning health, sexual life or sexual orientation. Section 10(5) of the Data Protection Act 2018 extends this definition to include criminal convictions and offences or related security measures.

## 8. CONSENT

- 8.1. If the capture of taught content is likely to result in video and/or audio recording of students, then you should be made aware of this by the relevant member of staff before recording starts. Where a recording is to take place on University premises, room signage will indicate whether a venue is equipped with recording equipment.
- 8.2. You will be informed via Moodle in advance of the recording.

## 9. QUALITY ASSURANCE

- 9.1. You will be expected to voice views and opinions related to content capture via student voice mechanisms such as Student Voice Committees and Faculty Student Forums.

## 10. DEFINITIONS

<b>"Academic Year"</b>	means the period from September to July in each year
<b>"CDPA"</b>	Copyright, Designs and Patents Act 1988 (as amended from time to time)
<b>"Captured Taught Content"</b>	as defined in paragraph 1, and including (i) audio and/or video recording of formal teaching events (often referred to as Lecture Capture), and (ii) provision of other materials that support students' asynchronous engagement with formal teaching events and assessments, e.g. the production of flipped classroom resources, "how-to" guides, written/audio/video summaries of sessions, or learning materials with improved accessibility features, whether or not a part of a formal teaching event.
<b>"Formal Teaching Event"</b>	includes, but is not limited to, the following:

- lectures;
- workshops;
- taught laboratory sessions;
- seminars/tutorials; and
- live performances (including dramatic or musical performance, a reading or recitation of a literary work, a performance of a variety act or similar presentation.

**“Intellectual Property” or  
“Intellectual Property  
Rights”**

any and all intellectual property rights of any kind including patents, rights in know-how, registered trade marks, registered designs, utility models, unregistered design rights, unregistered trade marks, rights to prevent passing off or unfair competition and copyright (whether in drawings, plans, specifications, designs and computer software or otherwise), database rights, topography rights, any rights in any invention, discovery or process, and applications for and rights to apply for any of the foregoing, in each case in the United Kingdom and all other countries in the world and together with all renewals, extensions, continuations, divisions, reissues, re-examinations and substitutions

**“Policy”**

this Content Capture policy

**“Staff”**

includes all employees of the University, without exception

**“Students”**

includes all student(s) enrolled at the University on any course

**“Taught Content”**

includes content from formal teaching events (including lectures; workshops taught laboratory sessions; seminars/tutorials; and live performances) including but not limited to captured taught content (including audio and video recording of formal teaching events; materials that support students’ asynchronous engagement with formal teaching events and assessments;) and other learning materials

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