

Recording Class Sessions

Prohibition on Student Recording

Unless authorized by Disability Access Services (<https://disabilityaccessservices.northeastern.edu/>), student recording of classroom activities is prohibited. See the university's Policy on Acceptable Use of IT Systems and Resources (<https://policies.northeastern.edu/policy700/>) for detailed information.

EXCEPTION FOR DISABILITY ACCOMMODATIONS

Students requesting the use of assistive recording technology as an accommodation must direct such requests to DAS. Faculty may not independently grant such requests. Once approved, students are required to provide the written DAS approval to their instructor so the instructor can notify the class that the class will be recorded for the term. Students must take care not to record the images of other students in the class, not share the recording with anyone other than as necessary for the approved accommodation, not use the recording for any purpose other than taking the class, and delete the recording at the end of the term.

Instructor Recording of Classes and Distribution of Recordings

Instructors intending to record one or more classes are required to communicate this to students in the course syllabus and at the beginning of the class session to be recorded. The notice to the class may be provided orally, if in-person, and, if remote, using the standard notice functionality provided by online meeting tools.

To record in-person classes, instructors must use video tools available through Canvas, not local devices (such as laptops or smartphones). As a general practice, video recordings of in-person classes must be set up in such a way that only the instructor's image is recorded, with no students visible.

Instructors who choose to record a class must use Canvas to make their recordings available to students. They must ensure that access is limited to students enrolled in the class. Students may only be provided with "view only" privileges to both the video and transcript so that they are unable to download and share.

For any questions on the use of these technologies, please contact ATHelp@northeastern.edu. For more details on university policy on class recordings, the university's Policy on Acceptable Use of IT Systems and Resources (<https://policies.northeastern.edu/policy700/>).

In accordance with the above policy, all students should be aware that any class, and discussions held therein, may be subject to video and/or audio recording.

LIMITS ON STUDENTS' USE OF CLASS RECORDINGS MADE BY INSTRUCTOR

Unauthorized use of classroom recordings made available to students by their instructor—including copying, reproducing, displaying, or distributing such recordings—is prohibited. Recordings of course content should be used only for educational purposes in connection with the course. Class recordings and other instructional materials are protected by copyright, and unauthorized copying or distribution may violate those rights as well as the privacy rights of other students in the class.

Questions About Recording Policies

Students with questions about recording policies should contact the associate dean for student and academic services or the associate dean for belonging.