Class Recording Policy

I. Introduction

Coronavirus, termed as COVID-19, was declared a pandemic by WHO officially on March 12, 2020 (WHO, 2020). COVID-19 is a severe acute respiratory syndrome and is a type of virus. Educational institutes closures occurred due to this pandemic. It has estimated that 107 countries implemented educational institutes closures. It is roughly said to be affecting 862 million people around the globe. In the past, it was assumed that minimizing social contacts can reduce influenza outbreaks (Jackson, Vynnycy, & Mangtani, 2016). Following federal and local government regulations and recommendations, Polytechnic University of Puerto Rico (PUPR) has reverted almost all course offerings to virtual modalities, including asynchronous and synchronous options, to prevent infection of any PUPR community member or widespread of COVID-19.

II. Applicability

This policy governs class recordings made for students’ use, unable to access synchronous meeting sessions, while lockdown is in effect. Synchronous class recordings are not intended as a substitute for student attendance or participation in synchronous class sessions. Students should make every effort to attend and actively participate in synchronous class sessions. Students’ access to synchronous class recordings offers additional reference. Students should not rely solely on synchronous class recordings. Neither PUPR faculty nor employees shall be responsible if a class recording is not available. Nothing contained in this policy or guidance is intended to restrict an instructor’s right to conduct a class as they deem most appropriate within the policy’s bounds. While this policy does not require instructors to record all their synchronous remote class sessions, PUPR encourages instructors to do so. PUPR recognizes that recording all class sessions will be of great benefit for students who may not be able to attend a synchronous class session for any valid reason. Intentional student misuse of recordings or intentional misrepresentation in the course of requesting a recording shall be considered a violation of the institution’s Academic Integrity Policy, and the matter shall be referred to the Committee on Academic Integrity. If necessary, the Committee on Academic Integrity shall amend the Academic Integrity Policy to reflect that such conduct would fall within its prohibitions.
III. General Provisions

a) Purpose of recordings: All recordings made for student use are intended to allow for review of classroom presentations and discussions by students who were absent from the relevant class. Whether by students or others, any other use is strictly prohibited without the prior, express permission of the relevant instructor.

b) Length of Posting on Web Portal/Use of Recordings Required: Unless an instructor designates a different time period, recordings will remain on the web portal during a period of two (2) weeks upon recording posting.

c) Who May Use Recordings: Only the students enrolled in a course will be granted access to the course recordings.

d) Student consent to recording of class: By registering for or attending a PUPR course, a student consents to the making or display of class recordings within the scope of this policy.

e) Recording of Class Sessions by Instructors: When faculty choose to record a synchronous class session, they should communicate this to the students both in writing through the course syllabus and verbally. Recording of synchronous sessions that include student discussion should be given special consideration: Instructors may choose to turn off the recording at certain points of the class to protect student privacy and eliminate the possibility that recording might stifle if sensitive content is included in the discussion.

f) Informing students through syllabus: Instructors Who Plan to Record Portions of their Class should include the following statement on their syllabus: This class or portions of this class will be recorded by the instructor for educational purposes and available to the class during part of the academic term. Your instructor will communicate how you can access the recordings.

Approval

[Signature]

Dr. Miguel A. Riestra
Vice President for Academic Affairs

Date: February 2021

February 19, 2021
Date