

---

# Lecture Capture and Recording Other Educational Activities Procedures



## I. PURPOSE

The university deploys various measures to ensure the recording of educational activities is compliant with the policy and associated legal principles. To meet our legal obligations including our public-sector equality duty defined in the Equality Act 2010, all staff and students have a responsibility to engage with the policy and supporting guidance.

This document outlines the university agreed processes and responsibility with respect to lecture capture and the recording of other educational activities. It is acceptable to use alternative staffing and responsibility models to meet the responsibilities outlined, if these are well documented and shared with staff and students.

Specific responsibilities and technologies are included but it should be noted that the list is not designed to be exhaustive. Examples from King's College London include:

Recording devices and or technologies include, but are not limited to:

- Lecture capture and personal capture, e.g. Echo 360.
- Virtual classrooms/web conferencing software, e.g. Adobe Connect and Skype for Business.
- College owned devices, e.g. Camcorders/Dictaphones.
- Student owned devices, e.g. Mobile phones, Tablets, Dictaphones.

Access and Dissemination avenues include, but are not limited to:

- KEATS (Moodle) - the Virtual Learning Environment (VLE)
- Adobe Connect Web Environment.
- King's e-portfolio Service (Mahara).
- Office 365/SharePoint.
- Kaltura, Brightcove, Planet E-stream and social media websites.

## II. RESPONSIBILITIES

1. All staff and students who partake in the consent, recording content and rights, storage, access, dissemination, editing and destruction of educational activities are responsible for ascertaining what responsibilities and authorisations are necessary before proceeding with the recording and subsequent storage and dissemination.

Specific responsibilities are as follows:

---

### 2. King's College London Staff

This includes but is not limited to: Academics/Contracted Staff, Faculty/Department Professional Services Office, Student Support Services, Technology Enhanced Learning officers and the Faculty Disability Liaison officer.

The *Vice Dean for Education* should oversee the implementation of this policy including approval of opt-out requests from staff.

#### A. Consent to be recorded and to use recordings

- 2.01 Individuals must be informed of planned and potential recordings of educational activities at the earliest possible convenience. Information must include the process for opting out of recordings, how they can be accessed, where they will be disseminated and how to request personal data. Where regular recordings are planned, such as Lecture Capture for an entire module, students must be notified at the start of the module. To achieve this, statements could be included in programme handbooks and a recording notice used at the start of a recording.
- 2.02 Before term, entire module staff opt-out requests for recordings including Lecture Capture should be communicated with the relevant Department or Faculty Office with sufficient notice (two weeks). This allows time for the Vice Dean of Education approval and amendment to the recording schedule. During the teaching period, 24 working hours is required to process individual session opt-outs.
- 2.03 Where disabled students require consent for a recording of a module or class that sits outside their main Faculty it is the responsibility of the main Department office or Faculty Disability Liaison Officer to liaise with relevant individuals in the other department offering the module or class. This may be supported by a [King's Inclusion Plan](#).
- 2.04 Where opt-outs affect the provision for disabled students under the reasonable adjustment clause in the Equality Act 2010 or any successor legislation, consideration must be given to alternative options. The person responsible for the recording, in consultation with faculty staff, as appropriate, should ensure that any students disabled by the format of the lecture have equal access in an alternative format. Please contact the [Disability Support Team](#) for further advice and options.

- 2.05 University staff in contact with non-King's staff such as Guest Speakers, or others working with or on behalf of the university, should alert them to this policy to ensure, where possible, students experience a consistent approach to Lecture Capture and recording of other educational activities.

## **B. Recording content and rights**

- 2.06 It is the responsibility of individual members of staff delivering an educational activity, with support from the [copyright service](#) to ensure that material used for teaching and learning is not in breach of copyright.
- 2.07 Staff should consider recording audio-only copies of Lecture Captures so as to potentially avoid copyright breaches.
- 2.08 If a lecturer declines a student's request to make a personal audio record of an educational activity, the lecturer should provide a reason for the decision. Although a request to record sessions is normally seen as a reasonable adjustment for disabled students, it should be noted that due to the nature of the activity and difficulties associated with getting approval for the recording, request to record seminars and discussion groups will often not be approved.
- 2.09 Where practicable, in order to support fair and lawful processing of personal data, recordings made by staff should be produced on College owned devices.

## **C. Recording storage, access, edits, dissemination and destruction**

- 2.10 If there is a breach in the policy during the recording, the individual or office responsible for the recording, holds the responsibility to ensure the main recording is paused and/or edited before dissemination and that any personal copies are retained from students. An example would be the capture of sensitive personal data. To avoid recording sensitive data on lecture captures a recording can be paused by pressing down on the recording light at the front of the teaching space.
- 2.11 Academics with support from Department/Faculty offices are to ensure recordings of educational activities including Lecture Captures are made available to the intended audience.
- 2.12 Where portable devices are used to record educational activities, the individual responsible for the recording must ensure the data is held securely.
- 2.13 Individuals must practice due care and attention when considering where and how to store and disseminate recordings. [Practical recommendations](#) on data security include encrypting personal data, storing devices such as an external hard drive/camcorder securely, using secure passwords as set out in the [IT Password Policy](#) and limiting recording access to those with King's College London IT credentials.

2.14 The Faculty or Department office are responsible for ensuring students and staff are aware of relevant processes in place to report issues regarding access to recordings, to report misuse of recordings and to request edits, take down or destruction of recordings.

2.15 The Faculty or Department office are responsible to ensure any suspected misuse of recordings is treated as misconduct and is handled through the appropriate disciplinary procedures and processes.

### 3. Students

#### A. Consent to be recorded and use recordings

3.01 It is the student's responsibilities to read the full terms and conditions documentation provided by the university, including the [Student Data Collection Notice](#).

3.02 Students wishing to opt-out of recordings should speak first to the person(s) responsible for recording the educational activity, e.g. the module or programme leader, who will attempt to find a suitable solution. In the case of Lecture Capture, this may include guidance on sitting in a position where the student will not be recorded, asking questions via a proxy or asking questions only after the recording has ceased.

3.03 Permission to record personal audio only copies of a lecture, or other approved educational activities should be sought in advance of the session.

3.04 Students should be aware that even when lecture capture is not being used, other students may have permission to make a personal audio recording of a lecture.

3.05 Students not comfortable with personal audio recordings conducted by their peers should speak to the individual responsible for delivering the educational activity. Concerns about recordings conducted by or on behalf of disabled students should be referred to the Disability Support Team.

3.06 Students must gain verbal consent before directly recording other students in informal or formal teaching environments.

#### B. Recording content and rights

3.07 Authority to determine whether students may record an educational activity lies with the university.

3.08 For students in situations such as school or clinical placements, it should be noted that this policy may not apply and permission to record a session may be governed by set guidelines provided by the organisation hosting the placement. Students are advised to raise this with the placement mentor for advice about any local policies.

- 3.09 Operating any recording device is deemed to be the user's responsibility. Any attempts to record the lecture should not disrupt the session.
- 3.10 Disabled students should inform the university's Disability Support Team or Faculty Disability Liaison Officer of any particular needs. This will assist the university in making appropriate adjustments to improve an individual's student experience.
- 3.11 Disabled students should inform the academic teaching staff on their programme of study that they are seeking permission to record teaching sessions. If disabled students have concerns or difficulties with this, they should speak to the Disability Support Team or the Faculty Disability Liaison Officer. Permission must be sought directly from the individual lecturers to record.

**C. Recording storage, access, edit, dissemination and destruction**

- 3.12 Students are responsible for communicating any access issues to the relevant individual or department office and/or [8888@kcl.ac.uk](mailto:8888@kcl.ac.uk).
- 3.13 Students should send requests to edit a recording to their relevant Department Office and the person responsible for the educational activity. Students must specify what edits they require and why.
- 3.14 Students are responsible for ensuring any personal audio only copies of a recording are secure and not shared with others.
- 3.15 Students are responsible for permanently deleting any personal copies of recordings where the purpose has been served, or as soon as they cease to be a student, whichever comes soonest.
- 3.16 Students are encouraged to report any suspected misuse of recordings to the relevant Department/Faculty office

**4. Information Technology (IT) Services**

This includes but is not limited: Audio-Visual Services, the King's Service Centre, Application Services and the Centre for Technology Enhanced Learning (CTEL).

- 4.01 IT Services are responsible for the Lecture Capture facilities and IT procedures in place to support the policy.
- 4.02 IT/AV provide a range of College owned audio and visual equipment such as microphones and camcorders to support recordings of educational activities.

4.03 The King's Service Centre and Application Services respond to support tickets from King's staff and students.

4.04 Application Services and CTTEL engage the business to facilitate continuous improvement initiatives.

4.05 The Centre for Technology Enhanced Learning and Application Services can support the business with potential alternative solutions if the tool used for recording fails.

4.06 To review the governing documentation to support this policy. Responsible for ensuring up to date guidance is available

ii. ADDITIONAL SUPPORT AND GUIDANCE

What	Who	More information and contact details
<b>Teaching and Learning Support</b>		
Supporting teaching and learning	Centre for Technology Enhanced Learning (CTEL)	Centre for Technology Enhanced Learning <a href="https://www.kcl.ac.uk/study/learningteaching/ctel/index.aspx">https://www.kcl.ac.uk/study/learningteaching/ctel/index.aspx</a>  Contact us <a href="https://www.kcl.ac.uk/study/learningteaching/ctel/Contact-Us/Contact-us.aspx">https://www.kcl.ac.uk/study/learningteaching/ctel/Contact-Us/Contact-us.aspx</a>
Supporting teaching and learning	King's Academy (KA)	King's Academy <a href="https://www.kcl.ac.uk/academy/index.aspx">https://www.kcl.ac.uk/academy/index.aspx</a>  Contact us: <a href="https://www.kcl.ac.uk/academy/about/contact.aspx">https://www.kcl.ac.uk/academy/about/contact.aspx</a>
<b>Technical Support</b>		
Lecture Capture Technical Support	Application Services and Audio-Visual support office	Lecture Capture support: <a href="https://internal.kcl.ac.uk/it/av/mediaservices/lecture-capture/lecture-capture.aspx">https://internal.kcl.ac.uk/it/av/mediaservices/lecture-capture/lecture-capture.aspx</a>
Lecture Capture - Physical space support	Audio-Visual support office	Campus specific support: <a href="https://internal.kcl.ac.uk/it/av/help.aspx">https://internal.kcl.ac.uk/it/av/help.aspx</a>  Training and how to book: <a href="https://internal.kcl.ac.uk/it/av/training.aspx">https://internal.kcl.ac.uk/it/av/training.aspx</a>
Booking equipment	Audio-Visual support office	AV equipment booking page: <a href="https://www1.kcl.ac.uk/kis/support/avsu/avbook/">https://www1.kcl.ac.uk/kis/support/avsu/avbook/</a>  Audio-Visual contact us: <a href="https://internal.kcl.ac.uk/it/av/help.aspx">https://internal.kcl.ac.uk/it/av/help.aspx</a>
Student and Staff support on using Echo 360 (Lecture Capture)	Echo 360	Echo 360 Resource Center: <a href="https://support.echo360.com/">https://support.echo360.com/</a>
Appropriately handling data and recordings	Information Technology (IT)	Data Security advice <a href="https://internal.kcl.ac.uk/it/security/Advice-and-Support/Data-Security.aspx">https://internal.kcl.ac.uk/it/security/Advice-and-Support/Data-Security.aspx</a>

		Contact us: <a href="https://internal.kcl.ac.uk/it/support/contacts.aspx">https://internal.kcl.ac.uk/it/support/contacts.aspx</a>
<b>Data Legislation: Individual rights and General Data Protection Regulations 2018 (GDPR)</b>		
Data Protection and GDPR guidance	Information compliance	GDPR: <a href="https://internal.kcl.ac.uk/about/secretariat/business-assurance/compliance/gdpr/GDPR-landing-page.aspx">https://internal.kcl.ac.uk/about/secretariat/business-assurance/compliance/gdpr/GDPR-landing-page.aspx</a>
<b>Inclusivity and other legal considerations</b>		
Disability Support and Inclusion	Disability Support Team and the Faculty Disability Liaison (FDL)	General: <a href="https://www.kcl.ac.uk/campuslife/services/disability/index.aspx">https://www.kcl.ac.uk/campuslife/services/disability/index.aspx</a>  Faculty disability liaisons: DL: <a href="https://www.kcl.ac.uk/campuslife/services/disability/staffcontacts/facultydisabilityliaisons.aspx">https://www.kcl.ac.uk/campuslife/services/disability/staffcontacts/facultydisabilityliaisons.aspx</a>  King's Inclusion Plan (KIP) - <a href="https://www.kcl.ac.uk/campuslife/services/disability/supportfordisabledstudents/Kings-Inclusion-Plan-(KIP).aspx">https://www.kcl.ac.uk/campuslife/services/disability/supportfordisabledstudents/Kings-Inclusion-Plan-(KIP).aspx</a>  Contact us: <a href="https://www.kcl.ac.uk/campuslife/services/disability/Contact-us/contact.aspx">https://www.kcl.ac.uk/campuslife/services/disability/Contact-us/contact.aspx</a>
Copyright clearance and licensing	Library Services	Lecture Capture Copyright Advice <a href="https://www.kcl.ac.uk/library/using/Copyright/Lecture-Capture.aspx">https://www.kcl.ac.uk/library/using/Copyright/Lecture-Capture.aspx</a>  General Information and Contact us: <a href="https://www.kcl.ac.uk/library/using/Copyright/Further-Help.aspx">https://www.kcl.ac.uk/library/using/Copyright/Further-Help.aspx</a>
Intellectual Property and other rights for Teaching Materials	IP and licensing	Code of Practice for Intellectual Property: <a href="https://www.kcl.ac.uk/governancezone/Assets/Research/Code-of-Practice-for-Intellectual-Property-Commercial-Exploitation-and-Financial-Benefits.pdf">https://www.kcl.ac.uk/governancezone/Assets/Research/Code-of-Practice-for-Intellectual-Property-Commercial-Exploitation-and-Financial-Benefits.pdf</a>
Various Lecture Capture legal considerations	JISC	<a href="https://www.jisc.ac.uk/guides/recording-lectures-legal-considerations">https://www.jisc.ac.uk/guides/recording-lectures-legal-considerations</a>



### iii. UNIVERSITY WIDE TECHNICAL PROCEDURES

This section outlines the key procedures for relevant technology supported by IT services at the university.

---

#### Procedures for Lecture Capture

Primary systems used: [Echo 360](#)

System owners: Application Services

Service Level: Enterprise solution

Further support: <https://internal.kcl.ac.uk/it/av/mediaservices/lecture-capture/lecture-capture.aspx>

Reporting issues: Please contact the Service Desk on 0207 848 8888 or email [8888@kcl.ac.uk](mailto:8888@kcl.ac.uk)

#### Process summary

The university uses [Echo 360](#) to provide Lecture Capture to the university. It is integrated with Syllabus + used for central timetabling services. This means that unless an opt out is noticed, all classes timetabled as a lecture will be automatically recorded and published to the Virtual Learning Environment (KEATS). Lecture Captures directly associated with an academic module will be uploaded to KEATS within 12 hours unless a delay has been requested, access to the record is therefore based on KEATS access. Any changes to Syllabus+, such as room changes, or time changes will automatically be updated in Echo 360 following an hourly database synchronisation.

Any changes to Lecture Capture recording preferences such as opting out of a session or changing the recording option need to be requested via by forms below. Changes will be actioned within 24 hours:

[Change lecture capture options for an entire module/seminar](#)

[Change lecture capture options for a single session](#)

- To request an ad-hoc booking scheduling requests should be submitted via the [Lecture Capture ad-hoc booking](#) form.
- In classroom support or booking of equipment such as a lapel mic can be sought from the relevant campus [audio-visual team](#).

In classroom support or booking of equipment such as a lapel mic can be sought from the relevant campus [audio-visual team](#).

---

#### Procedures for Kaltura

Primary systems used: [Kaltura](#)

System owners: Application Services

Service Level: Enterprise solution

Further support: [www.kcl.ac.uk/kalturavideo](http://www.kcl.ac.uk/kalturavideo)

- KEATS related content please contact [Faculty TEL officers](#)

Reporting issues: Please contact the Service Desk on 0207 848 8888 or email [8888@kcl.ac.uk](mailto:8888@kcl.ac.uk)

## Process summary

The university uses [Kaltura](#) to provide video (including audio) services to the university. The video service can be accessed by all King's staff/students through a standalone [King's MediaSpace Video Portal](#), and also through the integration with the university's virtual learning environment [KEATS](#) (Moodle).

All educational video that is produced in King's to support the students learning can be added to the Video Service, along with promotional videos that are used for marketing purposes.

Specific technology enhanced learning (TEL) staff, IT staff and digital content editors from faculties across the university will be able to add/remove content (video and audio) to the video service. All video content stored will have a specific owner that has full access and permissions to the media. In the first instance please contact the owner of the video if there are any issues (e.g. copyright), if you are unable to identify the owner please contact [IT Services](#).

---

## Procedures for Adobe Connect (Virtual Classroom)

**Primary systems used:** Adobe Connect

**System owners:** Centre for Technology Enhanced Learning and Application Services

**Service Level:** Restricted users only

**Further support:** <https://keats.kcl.ac.uk/course/view.php?id=49205>

<https://helpx.adobe.com/adobe-connect/connect-support.html>

**Reporting issues:** Please contact Adobe Connect directly on 0080080023623 or the King's Service Desk on 0207 848 8888

## Process summary:

For a small group of users, the university uses Adobe connect to facilitate live webinars between staff and students for educational purposes.

## Related policies

Data Protection Policy - <https://www.kcl.ac.uk/governancezone/governancelegal/data-protection-policy.aspx>

Information security policy - <https://www.kcl.ac.uk/governancezone/InformationPolicies/Information-Security-Policy.aspx>

IT Password Policy - <https://www.kcl.ac.uk/governancezone/InformationPolicies/IT-Password-Policy.aspx>