

## **Procedure for using observation cameras to record classes**

### **Using observation cameras to record classes**

1. If, prior to the start of a course, the faculty member anticipates utilizing video recording that will record students and such recording will only be viewed by students within the class, then the faculty member is advised to note in the syllabus that the class will be video recorded. Example of proposed syllabus language is as follows:

*This class will be video recorded and broadcast on the internet to students in this class. These video recordings may contain your image and your voice. You must notify me as soon as possible if you DO NOT want your image and your voice contained on the video. Arrangements will be made to not include you in the video recording.*

2. Regardless of whether there is a note in the syllabus or not, if a faculty member opts to utilize video recording as part of a class and such recording will only be viewed by students within the class, the faculty member should verbally notify the students in the course when the recording will take place. The faculty member should advise students that they are not obligated to be recorded and should make arrangements for those students who do not wish to be recorded. Access to viewing the video recording must be limited to students within the course. If the recording is placed on a public web server then access must be limited to course participants by means of authentication

3. In the event that a faculty member intends to show the video recording to an audience other than the course participants, then the faculty member should advise the students what the video recording is to be used for and must obtain a *Consent to Video Recording and Sharing of Class Session* (attached) by all the students who will be appearing in the video recording. The faculty member shall make appropriate arrangements for those students who opt not to be video recorded or revoke their consent, but those students' voice participation may be recorded.

### **Control of and Access to observation camera recording capabilities**

The faculty member will be responsible for control of the video recording process during the class. The ability to access the recording capabilities of observation cameras will be limited to the faculty member using the observation cameras for legitimate educational purposes, as well as authorized technical support staff.

### **Records Retention**

The faculty member shall keep the signed consents as a permanent part of the class record. Both the consent forms and the video recordings shall be maintained in accordance with the University's record retention schedule.

**Miami University**  
**Consent to Video Recording and Sharing of Class Session**

Student's name (please print): \_\_\_\_\_

I understand video recording will take place during: \_\_\_\_\_  
(Course Name, semester and year)

I give permission to: \_\_\_\_\_  
(Instructor)

to video record the above-listed class, including my attendance and participation in the course. I understand and consent that this information may be shared with other students in the course and placed on a public web server available for viewing by other students in the course upon authentication. In addition, this material may be used for the following purposes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand further that (1) I have the right not to consent to the sharing of these video recordings; and (2) that this consent shall remain in effect until revoked by me, in writing, and delivered to the above instructor, but that any such revocation shall not affect video recordings previously made by the instructor prior to his/her receipt of my written revocation. In the event that I do not consent to the video recording, or if I revoke my consent, then I will be located in an area of the class that will not be video recorded, but I understand that my voice participation may still be recorded.

I am not entitled to any compensation for my participation in the video recording.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date