

Sample Recording Statements for the Course Syllabus

Statement that prohibits recording except in cases of approved accommodation:

In this class, students **may not** make audio or video recordings of any course activity unless the student has an approved accommodation from the Office of Disability Resources permitting the recording class meetings. In such cases, the accommodation letter must be presented to the instructor in advance of any recording being done and all students in the course will be notified whenever recording will be taking place. Students who are permitted to record classes are not permitted to redistribute audio or video recordings of statements or comments from the course to individuals who are not students in the course without the express permission of the faculty member and of any students who are recorded. Distribution without permission is a violation of educational privacy law. This policy is consistent with UMW's [*Policy on Recording Class and Distribution of Course Materials*](#).

Statement that requires case by case approval of recording by students (other than by those with accommodations):

To ensure the free and open discussion of ideas, students may not record classroom lectures, discussion and/or activities without the advance written permission of the instructor, and any such recording properly approved in advance can be used solely for the student's own private use. Students who wish to record lectures or class activities for study purposes must inform the faculty member first. Students with approved accommodations from the Office of Disability Resources permitting the recording of class meetings must present the accommodation letter to the instructor in advance of any recording being done. On any days when classes will be recorded, the instructor will notify all students in advance. Distribution or sale of class recordings is prohibited without the written permission of the instructor and other students who are recorded. Distribution without permission is a violation of educational privacy law. This policy is consistent with UMW's [*Policy on Recording Class and Distribution of Course Materials*](#).

.....

Video and/or audio recording of class lectures and review sessions without the advanced consent of the instructor is prohibited. On request, the instructor may grant permission for students to record course lectures, on the condition that these recordings are only used as a study aid by the individual making the recording. Unless explicit permission is obtained from the instructor, recordings of lectures and review sessions may not be modified and must not be transferred or transmitted to any other person, whether or not that individual is enrolled in the course. Students with approved accommodations from the Office of Disability Resources permitting the recording class meetings must present the accommodation letter to the instructor in advance of any recording being done. On any days when classes will be recorded, the instructor will notify all students in advance. Distribution or sale of class recordings is prohibited without the written permission of the instructor and other students who are recorded. Distribution without permission is a violation of educational law. This policy is consistent with UMW's [*Policy on Recording Class and Distribution of Course Materials*](#).

Statement that generally permits students to record the class:

Classroom activities in this course may be recorded by students enrolled in the course for the personal, educational use of that student or for all students presently enrolled in the class only, and may not be further copied, distributed, published or otherwise used for any other purpose without the express written consent of the course instructor. All students are advised that classroom activities may be taped by students for this purpose. Distribution or sale of class recordings is prohibited without the written permission of the instructor and other students who are recorded. Distribution without permission is a violation of copyright law. This policy is consistent with UMW's [*Policy on Recording Class and Distribution of Course Materials*](#).

Additional thoughts:

- Students who don't wish to appear in a recording must have the same educational experience as students willing to be recorded. Requesting that they not ask questions (or contribute to a discussion), or must sit in certain seats, is not appropriate.
- If a student refuses to provide consent, a recording may still be made as long as it contains no record of that student.
- The practices referred to above relate to FERPA-related issues. Other considerations and constraints on use, such as guidelines relating to the use of human subjects for research, may still apply.