

<b>Policy Title</b>	Policy on Use of Recording and Posting of Recorded Lectures and Other Created Learning Materials
<b>Policy Intent</b>	
To clarify for creators (primarily faculty) and users (primarily students) of lecture material, lecture recordings, and other learning materials the policies and procedures governing allowable uses of these materials.	
<b>Policy Definitions</b>	
None.	
<b>Policy</b>	
<p><b>Background</b></p> <p>As part of the ongoing effort to increase student knowledge, learning, and to provide outstanding educational programs, the MD Program of the University of Colorado School of Medicine (CUSOM) has determined that the need exists for recording of in-class lectures during the nine blocks of Phases I and II of medical curriculum (“Essentials Core”). In addition to in class lecture recordings, the need for creating learning materials for out of classroom learning has been identified. These materials may be created by faculty, with faculty as subject matter experts or to meet faculty and student needs.</p> <p>Lecture recordings and learning materials are intended primarily for use by currently enrolled CUSOM students, along with the faculty and block co-directors charged with delivering the lectures and administering the blocks and courses. Individuals other than the intended users must receive permission from the lecturer to access a recording or created learning material.</p> <p>In accordance with Policy 5-K of the University of Colorado Board of Regents, entitled “Policy on Intellectual Property that is Educational Material”, faculty members of the University of Colorado (“CU”) maintain copyright ownership of their lectures. CU will maintain ownership of these recordings, assume responsibility for improper use or distribution of the recordings, and will use recordings in accordance with this policy.</p> <p>The CUSOM policy for digital audio or video recording of university lectures and learning materials created by university faculty, staff and students is as follows:</p> <p><b>Section 1: Prior Agreement to Terms &amp; Conditions of Use</b></p> <p>All users of the recordings and materials (students, faculty and block directors) must agree to the terms and conditions of this policy prior to website access. The intended users are currently enrolled CU SOMD students, along with the faculty and directors charged with delivering the lectures and administering the blocks and courses. Students agree to the terms and conditions of this policy during Matriculation by signing Acceptance of the Essentials Core Policy on Recording and Posting Recorded Lectures, and Other University Created Learning Materials. By their participation in the curriculum, faculty and block directors agree to the terms and conditions stated here.</p>	

## Section 2: Access and Maintenance of Lecture Recordings and Created Lecture Materials

2.1 CU will record each lecture given during the Essentials Core of the medical curriculum. Recorded lectures will be posted on a secure university-controlled website (<https://ucdenver.hosted.panopto.com>) as soon as possible after the lecture is delivered.

2.2 University created learning materials will be posted on a secure website either on-campus and controlled by CU SOMD or approved of by the CU OIT security office and managed by CU SOMD.

2.3 The recorded lectures and created learning materials will be maintained on the secured servers for not less than three years after the lecture, with materials accessible to currently enrolled CUSOM students, along with the faculty and block co-directors charged with delivering the lectures and administering the blocks or courses.

## Section 3: Limitations Governing Use of Recordings & Materials

3.1 The lecture/learning material and any information contained in the recorded lecture/learning material are protected under copyright laws and ***may not be copied, displayed, broadcast or published*** without the consent of the lecturer/creator and without giving proper attribution to the lecturer/creator. This prohibition includes placing the recording/learning material on any web page or the Internet for use by, or access to, any person, including the student. In addition to any legal ramifications, misuse of recordings/learning materials will be considered unprofessional behavior and appropriate disciplinary action will be taken according to CU policy and procedures.

3.2 According to copyright policy, lecturers/creators maintain ownership of their original lectures/learning materials and may use them as they wish. CU will maintain the routine recordings/learning materials. No recorded lecture material, university maintained or otherwise, may be shared by CU with any individual or organization within or outside the CU without prior written permission from the lecturer/creator. Recordings are for educational use only and are to be considered confidential.

3.3 CU will take reasonable measures to prevent the inappropriate use of such recordings by individuals with access to the web site on which the recorded lectures are posted, but cannot guarantee against possible misuse. While students will be able to download audio and video recordings for personal use, sharing or posting the recordings will be considered a violation of copyright and the honor code.

3.4 Materials used in lectures may be subject to copyright protection. The University provides the following resources to users of recorded materials:

<http://www.cu.edu/ope/aps/1014>

<http://hslibraryguides.ucdenver.edu/Copyright>

<http://www.cu.edu/regents/policy-5k-policy-intellectual-property-educational-material>

**Section 4: Individual faculty decision whether to allow recording of lecture/session**

Faculty who do not wish to have lectures recorded must indicate their wishes to course directors prior to or at the time of lectures/sessions in order to not have the lecture recorded. The ultimate decision on whether a lecture/session will be recorded is up to the faculty member charged with that session/lecture.

**Section 5: Use Permission for non-CUSOM affiliated students, faculty, and staff**

Individuals who are not enrolled medical students or faculty/directors as described above may request permission to view recorded lectures/ learning materials, and the determination of approval to view lectures/materials will be made by the individual faculty member or content creator who gave that lecture(s) or created the learning material.

**Information Related to Policy Implementation****Related Policy****Implementation Guidelines**

None.

<b>Policy Title</b>	
<b>Policy Summary</b>	Lecture materials and recording and educational materials developed by faculty is copyrighted and as such has restricted use. The policy describes rules governing use of these materials.
<b>Policy Scope</b>	Students enrolled in the Medical Degree Program, at the University of Colorado School of Medicine.
<b>Effective Date</b>	8-22-2017
<b>Target Review Period</b>	As needed.
<b>Primary Governance Cmte</b>	Essential Core Block Director committee
<b>Unit or People Involved in Implementing the Policy</b>	Office of Student Life gathers completed agreement forms from students. Instructional Technology maintains policy.
<b>CUSOM Website Location</b>	
<b>Authorization/Change History of Policy</b>	
<i>Date</i>	<i>Description of Action Taken</i>
8-22-2017	Essential Core Block Director committee approves update to policy.