

Policy Title	Policy on Use of Recording and Posting of Recorded Lectures and Other Created Learning Materials
Policy Intent	
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.	
Policy Definitions	
None.	
Policy	
<p>Background</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 Trek curriculum. In addition to in class lecture recordings, the need for creating learning materials for in and out of classroom learning has been identified. Across the Trek curriculum, 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 directors charged with delivering the lectures and administering the courses and longitudinal integrated clerkships. 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>Section 1 : Prior Agreement to Terms & Conditions of Use</p> <p>All users of the recordings and materials (students, faculty and course and content 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 courses and clerkships. Students agree to the terms and conditions of this policy during Matriculation by signing Acceptance of the Policy on Recording and Posting Recorded Lectures, and Other University Created Learning Materials. By their participation in the curriculum, faculty and course, content and clerkship 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 Plains and Advanced Science Courses in 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 course, content and clerkship directors charged with delivering the lectures and administering the courses or clerkships.

Section 3: Limitations Governing Use of Recordings & Materials

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.

3.1 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.

3.2 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.

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

Policy Title	
Policy Summary	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.
Policy Scope	Students enrolled in the Medical Degree Program, at the University of Colorado School of Medicine.
Effective Date	4-28-2022
Target Review Period	As needed.
Primary Governance Cmte	Trek Steering committee
Unit or People Involved in Implementing the Policy	Office of Student Life gathers completed agreement forms from students. Instructional Technology maintains policy.
CUSOM Website Location	
Authorization/ Change History of Policy	
<i>Date</i>	<i>Description of Action Taken</i>
8-22-2017	Essential Core Block Director committee approves update to policy.
4-28-2022	Trek Steering Committee