

## **The University of Colorado School of Medicine Policy on Recording and Posting Medical School Lectures**

As part of the ongoing effort to increase student knowledge, learning, and to provide outstanding educational programs, the University of Colorado Medical Degree Program (“UC SOMD”) has determined that the need exists for recording of in-class lectures during the blocks and courses of Phases I - IV of medical curriculum. These are intended primarily for use by currently enrolled UC SOMD students, along with the faculty and 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.

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 (“UC”) maintain copyright ownership of their lectures. UC records the lectures and therefore maintains ownership of the recorded lecture, assumes responsibility for improper use or distribution of the recordings, and will use recordings in accordance with this policy.

The UC SOMD policy for digital audio or video recording of university lectures is as follows:

1. UC will record each lecture given during the medical curriculum. These are intended primarily for use by currently enrolled UC SOMD students along with the faculty and directors charged with delivering the lectures and administering the blocks and courses.
2. Recorded lectures will be posted on the university’s secure website *coursecast.ucdenver.edu* as soon as possible after the lecture is delivered.
3. The recordings may only be accessed through the secure university-controlled web site *coursecast.ucdenver.edu*. UC 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.
4. All users of the recordings (students, faculty and block or course directors) must agree to the terms and conditions of this policy prior to web site access. The lecture and any information contained in the recorded lecture are protected under copyright laws and may not be copied, displayed, broadcast or published without the consent of the lecturer and without giving proper attribution to the lecturer. This prohibition includes placing the recording 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 will be considered unprofessional behavior and appropriate disciplinary action will be taken according to UC SOMD policy and procedures.
5. The recorded lectures will be maintained on the university servers for not less than three (3) months after the lecture, with materials accessible to currently enrolled UC SOMD students, along with the faculty and directors charged with delivering the lectures and administering the blocks or courses.
6. According to copyright policy, lecturers maintain ownership of their original lectures and may use them as they wish. UC will maintain the routine recordings of these lectures. No recorded lecture material, university maintained or otherwise, may be shared by UC with any individual or organization within or outside the UC without prior written permission from the lecturer. Recordings are for educational use only and are to be considered confidential.
7. Faculty who do not wish to be recorded may indicate their wishes to course directors prior to lectures/sessions and/or at the time of the lectures/sessions. The ultimate decision on whether a lecture/session will be recorded is up to the faculty member charged with that session/lecture.
8. Materials used in lectures may be subject to copyright protection. The University provides the following resources to users of recorded materials:
  - a. <https://www.cusys.edu/ip/copyright/>
  - b. <https://hslibraray.ucdenver.edu/copyright>
  - c. <http://www.administration.ucdenver.edu/admin/policies/DDC/computing/Web%20Publishing.doc>
  - d. [https://www.cusys.edu/policies/policies/A\\_IP-Educational-Materials.html](https://www.cusys.edu/policies/policies/A_IP-Educational-Materials.html)
9. Individuals who are not enrolled medical students or faculty/directors as described above may request permission to view recorded lectures, and the determination of approval to view lectures will be made by the individual faculty member who gave that lecture(s).

The University of Colorado School of Medicine  
Student Acknowledgement  
Medical School Policy on Recording and Posting Recorded Lectures

The University of Colorado School of Medicine records in-class lectures and makes them available for academic purposes to currently enrolled students pursuant to the Policy on Recording and Posting Recorded Lectures. My signature below serves as an acknowledgement that I have read and understand this policy. I understand that recording, copying, distributing, sharing or any other unauthorized use of lectures is considered unprofessional behavior that is strictly prohibited and that engaging in these behaviors may be cause for disciplinary action up to and including dismissal from UC School of Medicine. I further understand that in addition to UC SOMD consequences, there may be legal ramifications associated with copyright infringement associated with violation of this policy by its users.

Individuals other than the intended users must receive permission from the lecturer to access a recording.

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Name (Print)

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Signature

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Date

Please sign and return this page **by August 1, 2013** to Sean Spellman at the following address:

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