Recording Classes: Face to Face and Distance Learning
Riverland Policy #3.47

PURPOSE:
The purpose of this policy is to provide guidelines for recording lectures or other classroom activities to use later for student review or distance learning in order to support teaching and learning while complying with FERPA requirements.

APPLICABILITY:
This policy applies to any individual who records a class session, whether the class meets face-to-face or as a distant synchronous or asynchronous course. Individuals this policy applies to include, but is not limited to, instructors, students, tutors, guests in the classroom, and administrators.

DEFINITIONS: The term “same section” signifies either a single section of a class OR a combined class of merged sections that function as a single section class throughout a term.

DOES THIS POLICY HAVE A PROCEDURE? Yes
Classroom recordings must be made using MinnState sanctioned and FERPA-compliant accounts that are issued by the system. No personal accounts may be used for recordings made during in person Riverland Community College classes.

Minnesota law requires the recorder to tell students (a “Tennessen warning”) that a recording is being made, how the recording will be used, and who has access to the recording.

Private recordings (which are to be available to be viewed only in Brightspace/D2L to members of the same section) can capture student-identifying data (student images, names, and voices) without written consent. Such private recordings can be shown to members of the same section in real-time or asynchronously. This allow students in the class to watch or re-watch past class sessions as their schedule allows.

No class recordings may be posted on a website, YouTube, or anywhere the recordings can be viewed by an individual who is not a registered member of the class section that was recorded. Access to a video which includes student identifying data to others not registered for the recorded class is not permitted.

If a class recording includes only the faculty member and is created by the faculty member, then FERPA does not apply. Recording of faculty lectures or classroom activities (whether visual or auditory) cannot be made by any other individuals without faculty written consent. Such written consent will include how and when the recorded information can be used (see Faculty Permission to be Recorded Waiver Form).

Any tutors or class assistants assigned to a Riverland Community College course must follow these guidelines.
LIST RELATED POLICIES, PROCEDURES OR FORMS:
Faculty Permission to be Recorded Waiver Form (page 3)
Tennessen Warning

Submit completed form and policy to the Cabinet Member responsible for the division affected by the proposal. This section to be completed by President’s Office.

**Date Issued:** New-December2020  
**Responsible Division / Author:** Academic Affairs/VPASA  
**Date Revised:** Approved-December2020
Faculty Release and Waiver Form

I consent to the release of Lecture or Lab Recordings for the below-stated purposes, pursuant to the consent provisions of the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) and/or the Family Educational Rights and Privacy Act, 20 U.S.C. 1232 et seq., if applicable. I understand that I may revoke this consent at any time. This consent expires upon completion of the stated purpose for the Recordings or upon written notice that the faculty revoke their consent, whichever comes first.

Project/Event/Course Name ________________________________________________________

Time Frame for Which Consent is Valid: ___________________________________________

These Recordings May Be Shared With (list all names of individuals the recordings will be shared with)

__________________________________________________________________________________

the Following Purposes:

Limitations of Use Include:

Faculty Name ____________________________________________________________________________________________________

College ________________________ Faculty Phone ________________________________

Student Signature __________________________ Date _____________________________

Student’s Parent/Guardian’s Signature (if under 18 yrs. of age) ________________________