

Policy on Use of Recordings of Course Presentations



Purpose

The Stephen M. Ross School of Business at the University of Michigan ("Ross") may create, store and re-use audio and video recordings of classroom presentations and similar academic events. When recordings are made of course presentations in any medium, and those recordings are viewed, shared or distributed, the use must be conducted in a way that ensures compliance with University and copyright policies; protects the integrity and quality of the teaching and learning experience; and protects the interests of the University, the course instructor, and students. This policy is intended to protect, and not restrict, the core academic values of course presentations.

Recording by Instructors to Meet Academic Objectives

Instructors may make audio and video recordings of classroom presentations for instructional purposes related to a course. The intent to record should be communicated to students at the beginning of each semester, perhaps with a reference in the course syllabus. Permission to record incidental views of students or their participation in classroom discussion is not required, so long as the recordings are not used for any purpose except to meet the educational objectives of the course. The recordings may not be shown or distributed to any other individual or group without the express written permission of every student enrolled in that class and the Regents of the University of Michigan.

Instructors solely have the right to decide which classes, if any, are recorded, what portion of each class is recorded, and when each class recording is made available on the course management web site. Instructors may retain and re-use classroom recordings for any length of time and in any other course.

Recording by Students for Study Purposes

Class content is the intellectual property of individual instructors and the Regents of the University of Michigan. No student is permitted to record in the classroom unless the instructor of the course has given that student specific permission to do so. Students must obtain prior written permission from the instructor each time they wish to make an audio recording.

Student-initiated video recording, and the use of any other electronic means of capturing or transmitting class presentations or lectures, is not permitted.

Permission to audio record is not a transfer of any copyrights in the recording. The recording remains the property of the instructor, who may retrieve or destroy the recording after its intended use. The recording may be used solely for the purpose of studying the materials presented during the class. The recording may not be reproduced or distributed in any manner.

Proper Use of Recordings of Course Presentations

Persons given permission to view, share or otherwise use Recordings of Course Presentations shall not give, sell, alter, edit, re-create, re-record, or otherwise distribute to others or publish any recording made during any course presentation, in whole or in part, without the written consent of the instructor and the Regents of the University of Michigan.