

# Student Privacy and Copyright Guidelines

As you are creating or updating your online classes, it is important to follow policies and guidelines for sharing Zoom Recordings and uploading content to your online courses.

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## Guidelines for Zoom Recordings

These guidelines are intended to provide information on which recordings may be used during class, in subsequent semesters, and outside the current class context, as well as how to store recordings and where to store them.

### May a recording of a class session be posted on Canvas for other students in the same class to view or listen to?

Yes, but you should make sure to include in your syllabus a statement about how these recordings will be used. For more information, see this [guide](#).

### What do I need to know before deciding which recordings to save for future use?

Recordings that reveal any student information, including video or audio participation, or participant information that would identify a student, can only be shared with the class in which the student is a participant and in a format (i.e. on Canvas) that limits the ability to view the recording to students in this same class. You may not share recordings that reveal student information with future classes or other current class sections, nor can you share these recordings outside the academic context as it is a FERPA violation.

### Can I re-use a recording of a class session in a future semester or other current class section?

In general, no. If there is any student information, including video or audio participation, or participant information that would identify a student, it cannot be used in a future semester or other current class section. In addition, there are pedagogical reasons for not re-using a recording with current students that was recorded in a previous semester. The inauthenticity inherent in sharing a recording that does not include this semester's students can alienate students. Also, a recording from another class does not take into account the needs of the current students, which may be different from the needs of an earlier class.

## Can I use a pre-recorded lecture or demonstration video (clinical or lab skills demo, etc.) that I prepare in a future class?

Yes. As long as there is no student information, including video or audio participation or participant information that would identify a student in the recording, you can use a pre-recorded lecture or demonstration. Often, faculty will pre-record their lectures or demonstrations for students to view outside of the scheduled class time. These recordings are fine to share in subsequent semesters. However, keep in mind that you should always review your recordings periodically to ensure that they still reflect current research or thinking on the topic at hand.

## Can I share any of my Zoom recordings publicly?

This depends. If your Zoom recording is a pre-recorded lecture or demonstration video that was recorded outside of class, you may share this work publicly. If the recording captures a class session, you will not be able to share it publicly if there is any student information available, including video or audio participation or participant information that could identify a student in the recording.

## Where can I store Zoom recordings that I wish to keep for future use?

Zoom recordings can be stored locally on your PC or Mac computer. By default, local recordings will be placed in the following directory: Windows: C:\Users\[Username]\Documents\Zoom. Mac: /Users/[Username]/Documents/Zoom. Depending on your available storage, you may also store recordings in OneDrive.

## How can I download my recordings?

To download a recording to your computer, go to [zoom.temple.edu](https://zoom.us/join) and click **Sign In**. Then click **Recordings** on the left. Next, click the **More** button next to the recording and select **Download**.

## How do I delete Zoom recordings that I no longer need?

To delete a recording, perform the same steps as above, but click **Delete** instead of *Download*. For multiple recordings, you can also click the checkboxes on the left and select **Delete Selected** or **Delete All**.

## Who can I contact for further guidance on using my class recordings?

If you have further questions about the appropriateness of the use of recordings, please contact the university privacy officer at [privacy@temple.edu](mailto:privacy@temple.edu).

**Important Reminder: You should include a statement on your syllabi about permission to record class sessions and any distribution of those recordings. See this [document](#) for suggested language and options.**

If you need assistance with Zoom, please contact the Help Desk through the [tuhelp.temple.edu](http://tuhelp.temple.edu) website or at **215-204-8000**.

*Portions of this guide have been adapted from the University of Massachusetts Amherst's Lecture Capture and FERPA guide:*

[https://www.umass.edu/it/support/lecture-capture/lecture-capture-and-ferpa#is%20a%20recorded%20lecture%20\(audio%20or%20video\)%20a%20protected%20student%20record?](https://www.umass.edu/it/support/lecture-capture/lecture-capture-and-ferpa#is%20a%20recorded%20lecture%20(audio%20or%20video)%20a%20protected%20student%20record?)

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## Guidelines for Online Course Content

- When adding any materials to your Canvas courses which you do not own the copyright, it is important to follow the [Copyright Policy of the University](#). This applies to all materials that include videos, audio-recordings, book chapters, and full-text articles downloaded from electronic databases.
- Make sure that any videos you post online come from legitimate and stable sources.
  - Look at who uploaded the video. Is it from a trustworthy source such as a public television affiliate or the organization that produced the video? See this [guide](#) for more information.
  - Check for a video listed in Temple University's LibrarySearch. The library has licensed, copyright-cleared access to thousands of streaming videos, all discoverable from a single search box. Use the filters for Availability > Online and Resource Type > Video to find streaming titles. See this [Research Guide](#) on Streaming Video from the library for more information.
  - Through the library, you have access to general documentary films, feature films anthropology material that you could stream to your online course. More information is available [here](#).