



Center for the Advancement
of Teaching

Student Conduct Language to Include in Syllabi

Statement on recording and distribution of recordings of class sessions

You should include a statement on your syllabi about permission to record class sessions and any distribution of those recordings.

Be specific on your syllabus with students about whether or not you will allow students to take audio or video recordings of class sessions and whether or not you will be recording classes and whether those recordings will be available to students.

Whatever your decision, remember to include in your statement, “except in cases of an approved accommodation from the Office of Disability Resources (DRS),” as students with this approved accommodation must always have the ability to record sessions unless it would fundamentally alter the course. Concerns about accommodations should always be addressed to DRS.

Reasons why you may want to allow recording (or record the class yourself):

- Students may use them as a study aid outside of class to review material.
- Students who have spotty internet service will be able to access the recording at times other than normal class times.
- If you would like to have a recording of the class available for these reasons, we recommend that you create recordings of your Zoom class sessions and upload them to Canvas rather than allowing students to record classes.

Reasons why you may not want to allow recording:

- Some students may feel that their privacy is compromised if they are recorded.
- Some students may be unwilling to contribute willingly or openly in class discussions if they know they are being recorded.
- For these reasons, we recommend that you speak with your students about their comfort level with recordings and make decisions accordingly.

NOTE: student concerns about recordings are outweighed by a DRS approved accommodation or your better judgment for the academic success of the class as a whole. Where you are recording, or you are aware of students recording with your permission, you should announce to all class participants that the course may be recorded for academic purposes (please don't identify anyone who is recording) and that if students do not wish

to appear on the recording, they should speak with you at office hours or before or after class.

Always include the following in the syllabus statement:

Any recordings permitted in this class can only be used for the student's personal educational use. Students are not permitted to copy, publish, or redistribute audio or video recordings of any portion of the class session to individuals who are not students in the course or academic program without the express permission of the faculty member and of any students who are recorded. Distribution without permission may be a violation of educational privacy law, known as [FERPA](#) as well as certain copyright laws. Any recordings made by the instructor or university of this course are the property of Temple University.

Netiquette Statement

As a guide to students, you should include a statement about netiquette, that is, the acceptable way to communicate online. Here is a sample:

In order to include all students in our diverse community of learners, it is important to foster a respectful and productive online learning environment. Our differences, some of which are outlined in the [University's nondiscrimination statement](#), will add richness to this learning experience. Therefore, all opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse.

Treat your classmates and instructor with respect in all communication, class activities, and meetings. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Please consider that sarcasm, humor and slang can be misconstrued in online interactions and generate unintended disruptions. Profanity should be avoided as should the use of all capital letters when composing responses in discussion threads, which can be construed as "shouting" online. Remember to be careful with your own and others' privacy. In general, have your behavior mirror how you would like to be treated by others.

Add to Zoom Procedural Guide

Courses/Meetings with recordings (online or in-person) are intended to be for university administrative, academic, research and clinical purposes. Individuals are not permitted to copy, publish, or redistribute audio or video recordings of any portion of the session to individuals who are not associated with the university without the express permission of the host/faculty member and of any other meeting participants who are recorded. Distribution without permission could be a violation of various privacy laws, including [FERPA](#), as well as Pennsylvania Wiretapping and Electronic Surveillance Control Act and possibly copyright law.

Add to Technology Usage Policy

Courses and meetings are sometimes recorded for academic, research and clinical purposes. These recordings (online or in-person) are solely for university administrative, academic, research and clinical purposes. Individuals are not permitted to copy, publish, or redistribute audio or video recordings of any portion of the session to individuals who are not associated with the university without the express permission of the host/faculty member and of any other meeting participants who are recorded. Distribution without permission is a violation of various privacy laws, including [FERPA](#), as well as Pennsylvania Wiretapping and Electronic Surveillance Control Act and possibly copyright law..