Classroom Recording Policy for Northern Illinois University

This policy governs all recordings of classroom lectures, discussions, presentations, simulations, and other course-related activity at Northern Illinois University. This policy acknowledges modern technological conveniences and recognizes the accommodations needed by students with disabilities, while also promoting student learning and diverse learning styles, creating a safe classroom and learning environment, discerning public from private space, respecting the privacy of all individuals within the classroom environment, providing for informed consent, and reflecting possible consequences, legal and otherwise, that may result from the distribution of recorded materials. The details of this policy follow.

For the purposes of this policy, “recording” is defined as audio, still photo, or video, whether by audio, digital, or future recording devices.

Permission to record classroom or other learning activities must be granted by the instructor in the syllabus at the beginning of the semester. In so granting, the instructor is thereby notifying the students that recording may be occurring within the classroom at any time. Permission may also be denied in the syllabus. However, students may record classroom activity as an accommodation under the Americans with Disabilities Act, in which case the student(s) will need to present the requisite paperwork from the Disability Resource Center to the instructor. In such cases, the instructor must notify the classroom that a recording exemption has been made, although not identify the individual(s) making the request. The omission of a classroom recording policy in the syllabus shall be considered a tacit approval for recording. However, it is advised here that instructors definitively state in their syllabuses what the classroom policy is so as to avoid confusion.

It is understood that in a university environment that deals with a diverse learning population, there may be circumstances in which the use of technology to record in the classroom is desired by students for various reasons. Therefore, the allowing of recording in the classroom is recommended. Therefore, allowing recording in the classroom is urged. In those cases where an instructor chooses to prohibit recording but a student or students desire it anyway, respective dialogue and cooperation are strongly encouraged. An instructor retains the option of changing his/her mind regarding whether recording is allowed in the classroom at any point throughout the semester, for any reason. In this such case, all students in the class must be notified of the change both verbally and in writing.

Any recordings of instruction material made by a student is to be used for that student’s personal academic study and review only. All recorded instruction materials must be erased and deleted by the student at the end of each semester. Lectures and other classroom instruction are the sole intellectual property of the instructor. Therefore, sharing or distributing (electronically or otherwise) without the instructor’s expressed permission is prohibited and is subject to College disciplinary proceedings as described below.

Violations of any part of this policy will be subject to appropriate grade and non-grade sanctions, as deemed by the instructor. After determining the important details of the case, the instructor may choose to lower a student’s grade on an assignment if the situation warrants such an outcome. If the abuse were especially flagrant, the instructor could choose to fail the student in the course. Regardless of whether a sanction is grade or non-grade, all violations of the policy shall be documented by the instructor and communicated to the Provost, with a copy also going to the student. The Provost will keep such records until after the student graduates. The student retains the right to appeal an instructor’s sanction with the Provost. The Provost may uphold, modify, or reject the instructor’s original sanction, and this decision will be communicated back to the student and to the instructor. The student may appeal the Provost’s decision to the Office of Community Standards & Student Conduct.