REPLAY Policy

1.0 INTRODUCTION

1.1 The purpose of this policy is to provide clear guidance to academic and administrative staff on the University’s expectations regarding the use of the REPLAY Content Capture system.

In order to ensure these aims are being met the policy will be subject to annual evaluation and revision.

1.2 Recording by the University of educational activities is an important part of the University’s strategy to enhance the quality of the student experience, and the University sees it increasingly as part of mainstream academic work. The University recognises, however, that occasionally members of staff or students may have legitimate reasons for not wishing to be recorded, and this policy – which aims to promote responsible recording within a practical framework – therefore establishes a right to opt-out of recording.

2.0 REPLAY POLICY

2.1 PRINCIPLES

2.1.1 To facilitate the recording of all appropriate lectures the University strongly encourages all Faculties/subject areas to have all of their lectures pre-scheduled to be recorded (i.e. all lectures in REPLAY enabled venues are scheduled to record unless a member of staff chooses to opt-out).

REPLAY users will be fully supported by the e-Learning Team in order to remove the academic / administrative overhead of booking recordings.

2.1.2 Staff have the right to opt-out of REPLAY under the terms and procedures described in 2.2.

2.1.3 The University acknowledges that some lectures are not appropriate for recording (for example, due to ethical issues or the use of commercially sensitive material). To assist staff in determining what can be recorded, support materials and guidance is provided at http://www.marjon.ac.uk/student-life/e-learning/replay-guidelines.

2.1.4 The University acknowledges that:

- currently not all teaching styles are suitable for REPLAY, e.g. whiteboards;
- a requirement for staff to change their preferred teaching style for the purpose of recording may be detrimental to the student experience;
- support will be required to investigate and implement ways of capturing all teaching styles.
2.1.5 The University confirms that REPLAY is provided to supplement the student experience and will not replace student contact hours.

2.1.6 In order to manage student expectations the University requires all Faculties to communicate to students:

- where and when REPLAY will be used on their programme;
- their expectations regarding student use of recordings, for example the fact that REPLAY recordings are not intended to replace attendance at live lectures. To assist Faculties in doing this the e-Learning Team will provide support materials for students and training and advice opportunities for all staff.

2.1.7 It is not the University’s intention to use recordings to monitor staff performance.

2.1.8 The University confirms that the University will support any member of staff who encounters legal challenges as a result of a REPLAY recording provided that they have followed recommended procedures on management of digital rights. Guidance is provided at: http://www.marjon.ac.uk/student-life/e-learning/replay-guidelines.

2.1.9 The University confirms that recordings will, by default, be available only to students and staff who are registered to study or teach on the module for which the recording was made, unless the presenter requests that a version be made more widely available.

2.1.10 The University confirms that recordings will, by default, be available via streaming only unless the presenter requests that a downloadable version be made available.

Making recordings available via streaming only provides increased security as the computer accessing the REPLAY recording only has a few seconds of the recording stored locally at any one time.

2.1.11 The University recommends that REPLAY recordings be kept for the current and next academic year, after which they may be destroyed. Staff retain the right to ask for recordings to be deleted at any time.

2.1.12 The University will monitor the impact of the REPLAY service through the reporting functionality available within the system and through feedback gathered from staff and student users.

2.1.13 By default, the University will record the audio and projected images used in all scheduled lectures (unless staff have specifically opted-out). REPLAY will not capture video.

2.1.14 Should a member of staff leave part way through an academic year, the University retains the right to continue to provide any REPLAY recordings that they may appear in for the remainder of the academic year, for the benefit of students.

2.1.15 The University will remove any recordings made which are in contravention of the University’s regulations and policies or any enactment of the law. Also see takedown policy in 2.2.

2.2 OPT-OUT PROCEDURES

2.2.1 As modules are often co-taught by multiple members it is not possible for staff to universally opt-out of REPLAY. Should individual members of staff wish to opt-out they must do so on a lecture-by-lecture basis (with the exception of 2.2.2) by completing the REPLAY
Lecture Opt-out Form. Forms should be sent to the e-Learning Team no later than 2 working days prior to the start of the lecture.

Forms are available via the REPLAY webpages: [http://www.marjon.ac.uk/student-life/e-learning/replay](http://www.marjon.ac.uk/student-life/e-learning/replay).

2.2.2 Module Leaders may choose to opt-out of REPLAY for the entirety of a module. To do so, they should complete the REPLAY Module Opt-out Form, which should be authorised by the Dean of Faculty. Forms should be sent to the e-Learning Team no later than 1 week prior to the start of the module.

Forms are available via the REPLAY webpages: [http://www.marjon.ac.uk/student-life/e-learning/replay](http://www.marjon.ac.uk/student-life/e-learning/replay).

2.2.3 Presenters retain the right to request the removal of REPLAY captures, and can do so by completing the REPLAY Deletion Request Form. The e-Learning Team will destroy the recording within a week of receiving the form.

Forms are available via the REPLAY webpages: [http://www.marjon.ac.uk/student-life/e-learning/replay](http://www.marjon.ac.uk/student-life/e-learning/replay).

2.3 TAKEDOWN POLICY

2.3.1 If the administrators of REPLAY are informed of a potential breach of copyright, or receive a plausible complaint that material infringes another law, the material will be withdrawn as quickly as possible and at least within a week to undertake further investigation.

2.3.2 If you have discovered material in REPLAY which is unlawful, please contact the e-Learning Team by email with the following information:

- Your contact details.
- Details of the Resource.
- The website address where you found the content.
- Details of your complaint.

If you are complaining about breach of copyright, please state if you are the rights owner or are authorised to act for them.

Please send your complaint to LHELP@MARJON.AC.UK with the subject "REPLAY Takedown".

The following 'Notice and Takedown' procedure will then be invoked.

2.3.3 The e-Learning Team will acknowledge receipt of your complaint by email or letter and will make an initial assessment of the validity and plausibility of the complaint, possibly taking legal advice.

If the University believes that your complaint is valid the material will be temporarily removed until it has been investigated more fully.
2.3.4 The e-Learning Team will contact the contributor who deposited the material. The contributor will be notified that the material is subject to a complaint, under what allegations, and will be encouraged to assuage the complaints concerned.

2.3.5 The complainant and the contributor will be encouraged to resolve the issue swiftly and amicably and to the satisfaction of both parties, with the following possible outcomes:

- The material will be returned to REPLAY unchanged.
- The material will be returned to REPLAY with appropriate changes.
- The material will be permanently removed from REPLAY.

If the contributor and the complainant are unable to agree a solution, the material will remain unavailable through REPLAY until a time when a resolution has been reached.

2.4 SERVICE LEVEL AGREEMENT

2.4.1 All users of the REPLAY system are expected to be aware of the University’s REPLAY Service Level Agreement which can be viewed online at: http://www.marjon.ac.uk/student-life/e-learning/replay-sla

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