Recordings Policy

A. The purpose of this Recordings Policy (Policy) is to establish standards governing recording on campus in order to protect privacy, promote academic integrity, and support a safe learning environment.

B. For purposes of this Policy, a recording is an audio or visual image or replication on any device, including audio recorders; cellular phones; computers or laptops; digital cameras; media players; smartphones; tablets; video recorders; wearable technology, such as smart glasses; or other devices that record audio or visual images. The definition of recording includes the act of capturing a recording.

C. Recording individuals in private spaces on campus is strictly prohibited without the express knowledge and prior consent of all such individuals. For purposes of this Policy, private spaces mean bathrooms, locker rooms, offices, residence halls, and other similar areas.

D. Recordings in university classrooms or of university courses or lectures, whether on-ground or virtual or online, are strictly prohibited unless the students receive prior express permission from the course instructor. Students must additionally ensure that all required consents are obtained from individuals identified in the recording. Students may not disseminate any recordings without the prior express permission of the course instructor.

E. Although this Policy does not generally address recording in public spaces, students should act in a manner that demonstrates respect for the privacy and dignity of other individuals on campus, regardless of where the students are located.