**SS 3**

**Recording Policy**

**PURPOSE**

To establish guidelines for recordings.

**SUMMARY**

Clackamas Community College acknowledges that there are many reasons why students would want to record lectures or other class content to enhance their educational learning experience. The college also acknowledges that video and audio recordings of class lectures can in some cases conflict with copyrighted material, confidentiality, or other privacy concerns of fellow students.

The policy in compliance with Oregon State Law and in certain situations with Section 504 sets forth guidelines for the use of lectures and audio recordings to support personal educational learning while respecting copyright laws.

**STANDARD**

Clackamas Community College course materials are generally protected by copyright laws and should not be recorded without prior permission of the instructor or without reasonable academic accommodation established by the Disability Resource Center Office. Any recording done in secrecy for personal, non-educational purpose, and without the knowledge of others whether in class or not is prohibited (ORS 165.540). Recording for this policy is defined as any audio and/or video recording on any type of device.

**PROCESS**

Recording on the Clackamas Community College campuses or activities off campus can only be done for personal educational benefit only. The following guidelines must be followed:

* Any recordings should not be released to others or shared in postings on the internet, a website, or any other social media.
* Course recordings or materials will not be disseminated in any part, to others, or in any way that would prevent a Clackamas Community College instructor’s ability to copyright lecture.
* Recordings and materials will only be used under personal fair use guidelines and not infringe upon copyrights of instructors or others.
* Personal discussion or confidential information should not be recorded in private without the knowledge of the other parties.
* Students who have received an academic accommodation to record lectures from the Disability Resource Center (DRC) must complete a recording agreement with the DRC.

Violation of any section of this policy could lead to conduct and disciplinary action.

END OF POLICY

**APPROVALS**

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| --- | --- |
| ISP Committee – if appropriate | Date |
| General Council | Date |
| College Council – first reading | Date |
| College Council – second reading | Date |
| President’s Council – if appropriate | Date |