

Privacy Guidance Note

Using the web camera during Remote Teaching

Updated: 16 April 2020

This guidance note is aimed at helping teachers understand when and how the web camera should be used during recording of remote teaching. These guidelines aim to create a safe academic environment for both teachers and students.

This document will be updated as new best practices are established. Please check the date at the top of the page to see if any new changes have been made. For questions regarding remote teaching please visit the [Helpdesk Portal](#) where you can submit them.

Should students turn their web cameras on?

Using a web camera for classes should only be done if it is of added value to the class or a necessary component of the class. If it is not necessary, then the standard setting should be that all students have their cameras turned off.

If you would like to record your class, the class must be hosted via Kaltura. Recording small interactive classes or work groups through MSTeams is not recommended.

Asking permission for recording

Teachers need to get permission to record a lecture or class when a non-Leiden University student or teacher (e.g. guest lecturers, test subjects etc.) is included in the video. This permission should be requested via email prior to the class or lecture. When asking permission you should include:

- 1) the purpose of the recording
- 2) how the recording will be made available and to whom
- 3) the duration that the recording will be available and stored.

It is the responsibility of the teacher to remove this video once the duration of availability and storage is over.

If the recording will only involve Leiden University teachers and students the steps under “Recording classes or lectures with students” can be followed.

Recording classes or lectures with students in Kaltura

If you would like to record a class these are a number of steps that need to be taken regarding in order to protect the privacy of the students.

1. All students should be informed that the class will be recorded. You can share the following text with them before beginning the class:

*This class will be recorded in order to **[insert purpose]**. If you do not wish to have your video filmed, please do not turn on your camera during the class. This recording will be made available through the [Video Portal](#). The recording will be available until **[insert date when you will delete the video]**. These recordings can be used for further education if necessary.*

Note: The location where these videos will be stored and available may change. This guidance note will be updated to reflect any such technical change and its impact on privacy considerations.

2. Before starting the recording, check whether students are aware that you shared the above message and/or have read it.
3. Students can then decide whether or not they wish to have their web cameras on during the recording.

Note: If you decide later in the lecture that you would like to begin recording please follow steps 1-3 with them and give students the opportunity to turn their camera's off.

Note: It is the teachers responsibility to remove the videos by the correct date included in the above text.

Recommended tools

It is recommended you use one of the University provided tools. It is not recommended that non-University provided tools are used as these are not supported by the University and may have serious privacy implications for both students and teachers. For more information please visit the [Remote Teaching website](#).

The following points are forbidden regarding recordings of lectures or classes

1. Unauthorised photography or registration (video recording) of online education;
2. Using facilities that are offered for study for purposes other than study;
3. Using parts of digital education products, including images or sound recordings of online lectures and workgroups for private use;
4. The illegal copying and downloading of copyrighted material;
5. Disseminating information that is offensive, insulting or defamatory to individuals or groups.