Policy

Students are not permitted to make unauthorized, electronic recordings of lectures or electronic copies of course materials (e.g., PowerPoints, formulas, lecture notes) using personally owned recording devices (e.g., smart phone, iPad, computer, digital recorder) unless prior permission from the instructor or lecturer is obtained, and there are no objections from other students.

Permission is limited to the student’s own personal use and for educational purposes only. Recorded lectures or copied material must be destroyed at the end of the course or semester.

Unauthorized downloading, file sharing, distribution of any part of a recorded lecture or course materials, or using information for purposes other than the student’s own learning may be deemed a violation of Minnesota State University, Mankato’s “Statement of Student Responsibilities” subject to disciplinary action.

Procedures

Student requests for permission to record lectures or copy images electronically that involve only the instructor’s or speaker’s material, shall be handled by the instructor or the speaker. Lectures or presentations that include student participation also require consent from other students involved in the class or activity.

Faculty may voluntarily make recordings of classroom lectures for instructional purposes related to their courses at Minnesota State Mankato. Courses that include student participation require the signed consent of students allowing their voices and likeness to be recorded, and the recording can only be used for non-profit educational purposes at Minnesota State Mankato. The intent to record classroom lectures should also be referenced in the course syllabus and discussed during the first class period.

Recorded lectures will be made available to students in a streaming audio or video format through D2L or other formats as deemed appropriate by the instructor. Students with access to a recorded lecture are prohibited from downloading the recorded lecture to a computer or any other electronic device, circumventing technology controls, or distributing the recorded information or any portion thereof to anyone.

Exception: In accordance with the Americans with Disabilities Act, students may record and retain classroom lectures and instructional images as part of an accommodation plan coordinated by Accessibility Resources in consultation with the student and instructor. However, as stated above, recorded lectures or copied material must be destroyed at the end of the course or semester.
Rationale

This policy manages the recorded classroom lectures in the same manner as course materials developed by faculty members. Pursuant to MnSCU Board 3.26 – Intellectual Property, faculty members own their scholarly work, which includes the course materials they develop. This policy also serves to preserve a balance of intellectual property rights of the faculty member, the privacy rights of the students present in the classroom, and the educational goals of Minnesota State Mankato.

History of Revisions
8/1/2015 – Policy Adopted