



SCHOOL of
OSTEOPATHIC
MEDICINE

Policy Title: Classroom Recordings
Functional Area: ACADEMIC/ADMINISTRATIVE

Status: APPROVED
Effective: January 2020
Approved by: SOM Leadership Council
Policy Contact: DO Curriculum Committee
Responsible Office: Office of Medical and Interprofessional Education
Last Reviewed/Updated: November 2019

Purpose: The purpose of this policy is to provide guidelines for recording Large Group Sessions

Definition of Terms:

- LGS – Large Group Sessions
- Recording—any audio or audio/visual reproduction of LGS experiences by the learner.
- Classroom Experience—all recordable content in a face-to-face, audio and audio/visual presentations, handouts, learner and guest participation in an LGS.

Description: The recording of Large Group Session (LGS) and discussions may involve both privacy and copyright issues and may influence the quality of class participation and the learning experience. While gaining permission to record is possible, learners are strongly encouraged to engage during the session by participating in the learning activities. SOM is responsible to distribute recordings of LGS *only when a learner has an approved accommodation or an excused absence*. Privacy, as required by state and federal law, must also be maintained.

Limitations on Use

Permission to allow a recording of a class experience is not a transfer of any copyrights related to contents in the recording.

Public distribution or commercial use of recordings by learners in *any medium is a violation of this policy and may constitute a violation of state or federal law*. A violation may subject a learner to receive disciplinary action under the UIW Student Code of Conduct, SOM policies on Professionalism and legal action regarding any unauthorized use of copyrighted material.

- Learners must destroy recordings at the end of the term in which they are enrolled.

Student Disability Services

Learners seeking accommodations must first contact the [UIW Student Disability Services Office](#). All stated policies on sharing and distribution of session recordings still apply.

This policy/procedure will be distributed to all learners, faculty, and staff and be effective immediately.

The UIWSOM DO Student Handbook will be updated to reflect this new and/or any newer policy in its next published revision.