

### Spring Quarter 2020 Recording Policy

As the University temporarily transitions to a remote teaching and learning environment, instructors and students have asked for guidance on the recording of course sessions. Instructors have the discretion to record course sessions, except when recording is required to meet the needs of students granted an accommodation by the Office of Student Disability Services. Recordings and transcripts will be made available to students in the relevant course, the instructor, and other necessary University officials. Recordings in which students are personally identifiable will be managed in accordance with the Family Educational Rights and Privacy Act (FERPA).

This time-limited policy has been implemented to effectively deliver a remote education while safeguarding privacy and protecting rights in courses and instructional materials. Below is an acknowledgment for students designed to govern the use of any recordings and provide instructors and students with guidance on the use of instructional materials.

By attending course sessions, students acknowledge that:

- A. They will not: (i) record, share, or disseminate University of Chicago course sessions, videos, transcripts, audio, or chats; (ii) retain such materials after the end of the course; or (iii) use such materials for any purpose other than in connection with participation in the course.
- B. They will not share links to University of Chicago course sessions with any persons not authorized to be in the course session. Sharing course materials with persons authorized to be in the relevant course is permitted. Syllabi, handouts, slides, and other documents may be shared at the discretion of the instructor.
- C. Course recordings, content, and materials may be covered by copyrights held by the University, the instructor, or third parties. Any unauthorized use of such recordings or course materials may violate such copyrights.
- D. Any violation of this policy will be referred to the Area Dean of Students.