
Recording in the Classroom

Procedure No:	5201-PR1
Version:	2
Applicable Policy:	5201, Recording in the Classroom
Category:	Education
Approving Body:	Board of Governors (on advice of Education Council)
Executive Sponsor:	Provost and VP Academic
Department Responsible:	Education Council & BCIT Schools
Directory of Records Class:	0650-15
Approval Date:	2025 Dec 3
Effective Date:	2026 January 1

Objectives

This procedure describes how students may seek permission to make recordings in the classroom and create a record of such permission, and details the requirements that apply to faculty wishing to record in the classroom for instructional purposes.

This procedure does not limit a student's right to record classroom content as part of an approved accommodation under Policy 4501, Accommodation for Students with Disabilities. However, accommodated students must meet BCIT's expectations around respectful learning, privacy, and data handling.

Application

This procedure applies to all BCIT students, faculty, guest lecturers, and staff.

Procedure**Student-Initiated Recordings**

A student (or group of students) wishing to record classroom activities must request written permission directly from the faculty member prior to any recording taking place. Securing permission for recording in the classroom may be initiated by students, or by faculty.

Written permission must include:

- course name and registration number;
- name (names) of the student (students) authorized to record;
- start and end dates of the approved recording period;
- purpose of the recording;
- method of recording (e.g., audio only, video); and,
- intended method of storage (e.g., local drive, BCIT cloud storage).

Faculty members approving recording in the classroom may provide written permission by email, by written notice online in the Learning Hub, or by indicating permission in the course outline. Written permission shall be retained by both the faculty member and the students to verify permission has been sought and obtained.

For student-initiated recordings not governed by Policy 4501, faculty members may deny the request to record, approve the recording of all classroom activities, or grant

approval subject to reasonable conditions. Reasonable conditions may specify what is recorded, how recordings are made, where they are stored, how they may be used and shared among students, and when they must be deleted. Students must comply with all conditions and must not record identifiable images or audio of other students without their consent.

Students must use approved recordings only for the purpose of private study and may not distribute, post, or share them without further written permission from the faculty member. Prohibited conduct includes synthetic or deceptive alteration of recordings (e.g., AI-based manipulation) or any use that misrepresents what occurred in class. Unauthorized recording or misuse may be investigated under Policy 5104, Student Code of Academic Integrity and Procedure 5104-PR1, Procedure for Violations of Code of Academic Integrity, and, where applicable, Policy 5102, Student Code of Conduct (Non-Academic).

Faculty-Initiated Recordings for Instructional Purposes

Where faculty members require students to participate in classroom activities that are recorded as part of their instructional methods or curriculum (including webinar sessions, lab or lecture capture) they must give notice to students before recording begins.

For regularly scheduled recordings (e.g., ongoing lecture or seminar capture), notice:

- must be included in the course outline;
- should specify the purpose of the recording, how it will be used, and who will have access.

For ad hoc or incidental recordings (e.g., guest speakers, special sessions):

- the same information must be provided verbally or in writing (e.g., via the Learning Hub) prior to recording;
- best practice is to provide written notification where feasible.

All faculty-initiated recordings must be stored on BCIT-approved platforms with the following retention guidelines:

- recordings used for grading or academic decisions must be retained for at least one year from the date of the decision, in accordance with Policy 6700 and BCIT's retention schedule;
- recordings used for general learning or review purposes (e.g., lecture reference) should be retained for the same duration as course content.

Notification and Consent of Students and Third Parties

When classroom recordings capture identifiable images, audio, or personal information of faculty, students or third parties, faculty members must ensure individuals are informed in advance and consent is managed appropriately.

Student Participation in Recordings:

- Advance notice must be provided to students when a recording will take place. Notification should include the purpose of the recording, how it will be used, who will have access, and where it will be stored.
- In physical classrooms, students should be given the option to sit outside the recording frame and not verbally participate where possible.
- In online environments, students should be informed that they may turn off their cameras or microphones if they do not wish to appear in the recording.

Faculty Use Beyond the Course:

- Student consent is not required if the recording is:
 - used only for instructional purposes;
 - shared only with students enrolled in the same course section; and
 - made accessible only through BCIT's Learning Hub or another approved platform.
- If a recording will be used beyond its original instructional purpose (e.g., shared with future classes, other cohorts, or made publicly available on platforms such as YouTube), any identifiable students or third parties must provide written informed consent using a BCIT-approved consent form.
- If consent is not provided, individuals' image and voice must be obscured or removed before the recording is reused or distributed.

Withdrawing Consent:

Individuals who have consented to their recorded image or voices being reused outside the instructional purpose may withdraw consent at any time before publication or redistribution. Once a recording has been published or shared externally, BCIT will make reasonable efforts to remove the content where feasible but cannot guarantee full retraction from third-party platforms.

Sensitive Classroom Discussions and Pausing Recordings

A faculty member may pause or prohibit recording and/or ask students to refrain from notetaking during classroom discussions that involve sensitive topics or personal self-disclosure. Sensitive discussions may include, but are not limited to:

- sharing of personal experiences related to health, identity, trauma, family, or lived experience;
- discussions involving ethical dilemmas, professional boundaries, or personal reflection;
- group conversations that rely on mutual trust or confidentiality (e.g., counselling or health programs); and,
- dialogue intended to foster empathy, perspective-taking, or critical discussion of lived realities.

In such cases, the faculty member should ask all students to put their pens down, stop typing, and turn off audio or video recordings. Faculty are encouraged to clearly communicate when and why recording or notetaking is paused and to provide alternative summaries or instructional materials where appropriate to support learning continuity.

Related Documents and Legislation

As cited in the Policy.

Amendment History

		<u>Approval Date</u>	<u>Status</u>
1. Created:	Procedure 5201-PR1 version 1	2020 May 26	Replaced
2. Revised:	Procedure 5201-PR1 version 2	2025 Dec 03	In Force

Scheduled Review Date

2030 December 3, or earlier if required due to operational or regulatory changes.