
Recording in the Classroom

Policy No:	5201
Version:	2
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

Policy Statement

BCIT recognizes that recording in the classroom can be effective in supporting the student learning experience, and encourages its practice whenever deemed appropriate by faculty.

Except where required by law or approved as an accommodation under Policy 4501, Accommodation for Students with Disabilities, BCIT faculty members have full discretion over whether recording is permitted in their classes.

Accommodation-related recordings are governed by Policy 4501 and managed by BCIT Accessibility Services. Under that process, faculty members are notified of approved accommodations (e.g., recording for notetaking) through the Individual Accommodation Plan (IAP), and Accessibility Services is responsible for communicating any relevant terms and conditions to the student. In such cases, additional faculty permission or class-wide notification is not required under this policy.

Under this policy, faculty members may deny a student request to record, or approve it subject to reasonable conditions as set out in Procedure 5201-PR1. Any use of recordings beyond the original instructional purpose requires additional written approval. Faculty-initiated recordings for instructional purposes are permitted, with notification and consent handled as set out in Procedure 5201-PR1.

The conduct of a student who has disregarded a faculty member's prohibition or restrictions on recording 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).

Purpose of Policy

This policy establishes:

- the circumstances in which students and faculty are permitted to make recordings in the classroom;
- the conduct expected of students and faculty when recording in the classroom;
- the distinction between general student-initiated recordings and student-initiated recordings approved as accommodations;
- clear rules regarding retention, privacy, and distribution of classroom recordings;

- potential consequences of failing to comply with this policy; and,
- the respective duties and responsibilities of students, faculty members, staff, and other BCIT officials in adhering to this policy.

Application of this Policy

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

Scope

This policy applies to recordings in the classroom, other than when a recording is an accommodation made under Policy 4501, Accommodation for Students with Disabilities.

Related Documents and Legislation

BCIT Policies:

Policy 3501, Acceptable Use of Information Technology
Policy 3502, Cyber Security
Policy 4501, Accommodation for Students with Disabilities
Policy 5102, Student Code of Conduct (Non-Academic)
Policy 5104, Student Code of Academic Integrity
Policy 6700, Freedom of Information and Protection of Privacy
Policy 6701, Records Management
Policy 7506, Use of Materials Protected by Copyright

Legislation:

College and Institute Act, RSBC 1996, c 52

Definitions

In this policy and all associated procedures:

“**accommodation**” means a modification or adaptation that is designed to reduce or remove barriers to participation for a Student with a Disability.

“**classroom**” refers to all learning environments, including face-to-face, blended, laboratory, field, shop, and online.

“**faculty member**” or “**faculty**” refers to any person hired by BCIT to conduct classroom or teaching activities, as defined in Part 1 of the *College and Institute Act*, R.S.B.C. 1996, c.52, of the province of British Columbia.

“**recording**” means the creation of video, images, or audio files (or combinations thereof) that can reproduce classroom content of a faculty member, student, guest, or other participant; “recording” does not include the act of physically handwriting or typing notes.

“**student**” refers to a person who is enrolled in or who has been accepted for enrollment at the Institute in full-time or part-time courses.

“**student with a disability**” refers to a student who has a condition that is recognized as a mental or physical disability under the BC Human Rights Code and who is therefore protected from discrimination based on this condition.

Student-Initiated Recordings

Student learning and development may benefit from being able to record lectures, classroom activities, and materials used in the classroom. Students without an approved accommodation must request permission from faculty to make recordings in the classroom.

Written permission must be obtained from the faculty member prior to recording. Written permission shall be retained by the faculty member and the student; it should include the date or dates of recording, the purpose of the recording, the method of recording, and the intended method of storage.

Student-initiated recording is permitted only for the purposes of private study by the individual students to whom permission was granted. Students may not post, email, upload to third-party platforms, distribute or otherwise communicate these materials without additional written permission from the faculty member.

Students making approved recordings must not capture the images or voices of other students who have not consented to being recorded. Faculty members may place reasonable conditions on the method or extent of recording to protect student privacy and maintain a constructive classroom environment.

Permission to make a recording does not constitute a license or assignment of any copyright in the recorded material. See Policy 7506, Use of Materials Protected by Copyright, for BCIT’s rules regarding copyrighted material.

Prohibited conduct includes unauthorized distribution, synthetic or deceptive alteration of recordings (e.g., AI-based manipulation), or use that misrepresents what occurred in class.

Students contravening this Policy or any of its Procedures may be subject to discipline under Policy 5102, Student Code of Conduct (Non-Academic) and Policy 5104, Student Code of Academic Integrity.

Faculty-Initiated Recording for Instructional Purposes

Faculty may record classroom activities for educational purposes as part of their instructional methods or curriculum. This includes lecture, lab, and seminar capture; demonstrations; group discussions; or other activities supporting course learning outcomes. Classroom activities may take place in physical classrooms and laboratories,

virtual environments, or other instructional settings, including field locations or public learning spaces.

In such cases, the faculty member must provide notice to students prior to the recording taking place, including the purpose of the recording, how it will be used, and who will have access (as outlined in Procedure 5201-PR1, Recording in the Classroom).

For regularly scheduled recordings that are part of instructional design or curriculum, such as mandatory lecture capture, this notice should be included in the course outline. For ad hoc or incidental recordings, the faculty member must notify students in advance and provide the same information, either verbally or via the Learning Hub.

If a classroom recording captures identifiable information of students or other individuals such as guest speakers, volunteers, or community members, the faculty member must obtain informed consent (as outlined in Procedure 5201-PR1).

Recordings must be stored on BCIT-approved platforms and retained in accordance with institutional records management policies and privacy obligations. Recordings used for grading or academic decisions must be retained for a minimum of one year from the date the decision is made, in accordance with Policy 6700. Recordings used for general learning or review purposes should follow standard course content retention timelines.

Sensitive Classroom Discussions

As outlined in Procedure 5201-PR1, Recording in the Classroom, faculty may temporarily pause or prohibit recording or ask students to refrain from notetaking during classroom activities that involve sensitive discussion or self-disclosure. This discretion supports a respectful and inclusive learning environment and ensures alignment of recording practices and BCIT's values of privacy, academic integrity, and student well-being.

Procedures Associated with This Policy

Procedure 5201-PR1, Recording in the Classroom

Forms Associated with This Policy

None

Amendment History

		<u>Approval Date</u>	<u>Status</u>
1. Created:	Policy 5201 version 1	2020 MAY 26	Replaced
2. Revised:	Policy 5201 version 2	2025 DEC 03	In Force

Scheduled Review Date

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