

Course Recording Policy

Purpose

This policy establishes Russell Sage College's (the "College") guidelines for students to adhere to for recording in college learning environments. This policy balances interests including academic freedom, student privacy under the Family Educational Rights and Privacy Act ("FERPA"), and the integrity of the learning environment.

Definitions

- **Recording:** The use of any device to record, or otherwise capture audio, video, or visual images of another individual in any format or medium, including in-person or via phone or videoconference.
- **Course Content:** includes, but is not limited to, lectures, labs, studios, recitations, discussions, presentation, critiques, performances, and office hours.
- **Surreptitious:** Furtive, secret, hidden, or partially hidden.

General Policy

Students' recording of Course Content, through any means, is generally prohibited unless explicitly permitted by the instructor or required as an accommodation under the Americans with Disabilities Act ("ADA"). Such accommodation must be reviewed by the College's Accessibility Services office.

FERPA

Depending on how the Recordings are created and edited, they may include personally identifiable information ("PII") about students and thus constitute education records under FERPA. Under FERPA, the College generally may not disclose PII from education records to third parties unless the eligible student has provided prior written consent. Recordings which contain student PII are covered under FERPA, and so the College is obligated to ensure that these records are maintained in a secure fashion and only disclosed upon written consent of the eligible student or other legally recognized exception.

- Recordings that include only the instructor or voices of students that are not personally identifiable are not considered student education records, and FERPA does not limit their use. However, such use remains restricted under this Policy.
- Recordings, or portions of Recordings, that include the names or identifiable audio, communications, or images of students asking questions, making presentations, engaging in discussion, or leading a class (other than TAs) may constitute PII and would therefore be considered student education records that are protected under FER

Instructor Permission

To protect the privacy of classmates, students must first obtain written permission from the instructor before recording any class session or Course Content. Instructors have the right to deny recording requests if they believe it will disrupt the learning environment or violate privacy concerns, unless the recording request is approved as an accommodation by the College's Accessibility Services office, as outlined below.

Accessibility Accommodations

Students with documented disabilities who require recording of Course Content as an accommodation must coordinate with the College's Accessibility Services office. Approved accommodations will be communicated to instructors. Course Content recorded by students for such accommodations cannot be shared.

Use and Distribution of Recordings

- a. Approved recordings are strictly for personal educational use.
- b. Recordings of Course Content may not be shared, published, or distributed in any format, including social media and online platforms, without explicit written consent from the instructor and any individuals recorded. ^[1]
- c. Unauthorized distribution of recordings may result in disciplinary action under the College's Student Code of Accountability.

<https://www.sage.edu/student-life/office/code-of-accountability/>

Faculty and Institutional Recordings

Faculty members may record class sessions for instructional purposes. If a faculty member intends to record, students must be notified in advance. Recorded Course Content that includes PII or education records protected by FERPA, as outlined above, may only be shared with students in that class. Institutional recordings remain the property of the College and are subject to applicable privacy laws and policies.

If the Faculty member intends to share class recordings that contain students' PII, the Faculty member must review the class rosters and confirm if any students have opted out of sharing their Directory Information under FERPA. Such students should be given the opportunity to voluntarily sign a FERPA consent. If such students do not sign the FERPA consent, then the Faculty member must ensure that the recordings do not contain the PII of such students, or should refrain from sharing the recordings if this is not feasible.

Violations and Consequences

Any violation of this Policy may result in student accountability charges which will be handled in accordance with the College's Student Code of Accountability.

Exceptions

Exceptions to this policy may be granted by the academic administration for specific educational or institutional purposes.

Syllabus Statement

Instructors must add one of the following statements on their syllabus:

Recording Policy Syllabus Statements

Option 1: Prohibit unless authorized for academic purposes

Recording of class sessions, including, but not limited to, lectures, labs, studios, discussions, presentations, and office hours, is prohibited unless explicitly authorized by the instructor or approved as a documented accommodation through Accessibility Services. Any permitted recordings are for personal academic use only and may not be shared, distributed, or posted. Surreptitious recordings are strictly prohibited. Violation of this policy may result in disciplinary action in accordance with College policies and procedures.

Option 2: Permit for academic purposes

Audio recordings of class discussion, lecture, or course-related learning activity are permitted for the sole purpose of individual or group study with other students enrolled in this course during this semester. Any sharing, distribution, or posting of the audio recording not for the intended use may result in disciplinary action. All recordings must be destroyed at the end of the semester. Video recordings are prohibited unless coordinated through the Accessibility Services Office. Surreptitious recordings of any kind are strictly prohibited.

^[1] Video, photo, and other recordings which do not constitute Course Content, such as media captured for marketing and recruiting efforts, are not governed by this Policy. Please refer to RSC's policy "Photos, Video, and Recordings" for more information.

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