Georgia College & State University

Electronic Recording Policy

**Policy Statement**  
Electronic video and/or audio recording is not permitted during any class unless the student obtains permission from the instructor and every student present. If permission is granted, any distribution of the recording is prohibited. Violation of this policy is grounds for removal from the class and referral for disciplinary action. Students granted specific electronic recording accommodations from Disability Services do not require special permission; however, the instructor must be notified. Any distribution is prohibited.  
  
**Policy Purpose**  
The purpose of this policy is to create new policy and procedures regarding the personal privacy of students and faculty at Georgia College. With the proliferation of video and audio recording devices, there have been privacy concerns about recording other students by students and dissemination of the recordings without the express permission of the student. Each student at Georgia College should feel safe to express themselves without the fear of being recorded and exploited to external media outlets.   
  
**Definitions**  
**Electronic Recording:** Any form of audio or video recording; both digital or analog.

**Current Students:** Any student present during the recording.  
**Distribution:** Any use other than personal viewing of the recording. This includes, but is not limited to, uploading to websites and giving to other students in the course.  
  
**Applicability of the Policy**  
**1) To which departments, schools, or areas of the institution does the policy apply?**  
This policy applies to all Georgia College faculty, staff, and students.  
  
**2) What issues or topics are related to the content of the policy?**  
The federal regulations found within ADA regulated by the Office of Disability Services. <http://www.gcsu.edu/equity/disabilityservices.htm>

**Reason for the Policy**  
**1) Why is the policy needed?** Students need to be aware that they are not allowed to record other students and faculty without the express permission of each person in class. The privacy of students and faculty is found to be important at Georgia College.   
**2) Which institutional objectives will the policy uphold?** We think the privacy of each student is very important at Georgia College. We also think that students should be able to express themselves without the fear of being recorded and exploited to media outlets.   
**3) Are there any internal or external requirements that mandate, inform or support the policy?** Yes, the Office of Disability Services may provide some students the ability to record in the classroom.   
  
**Proposed Outcome**  
1) This policy will aim to educate students and faculty on the policy requiring permission of students to be recorded in class.  
2) The long term goal of this policy is to increase privacy of students.

**Related Policies**  
·        <http://www.gcsu.edu/disability/what_are_academic_accommodations.htm>  
·        <http://www.gcsu.edu/disability/studentpolicies.htm>  
·        <http://www.usg.edu/academic_affairs_handbook/section3/handbook/appendicesDH/>  
  
  
**Procedures**  
The procedures will be listed on Georgia College’s policy and procedures website.  
  
***A. Awareness***  
All Georgia College & State University faculties will review the policy and cover the policy in their class.  
  
***B. Syllabus***  
The following language may be used on the syllabus in addition to further explanation in class. *“Electronic video and/or audio recording is not permitted during any class unless the student obtains permission from the instructor and every student present. If permission is granted, any distribution of the recording is prohibited. Violation of this policy is grounds for removal from the class and referral for disciplinary action. Students granted specific electronic recording accommodations from Disability Services do not require special permission; however, the instructor must be notified. Any distribution is prohibited.*”  
  
**Forms**

None  
  
**Contacts**  
**1. Who is on the committee that created the policy or who individually created the policy?**  
Amy Pinney, Chair, Academic Policy Committee, amy.pinney@gcsu.edu, 478-445-7318  
  
**2. Who will administer the policy? What is the contact information for each person (position title, e-mail, phone)?**  
Kay Anderson, Registrar, kay.anderson@gcsu.edu, 478-445-6286  
Mike Chambers, Director, Disability Services, mike.chambers@gcsu.edu, 478-445-5931  
  
**Approval Date**

TBD  
  
**Date Last Updated:**  
Updated: 3/9/2012 by: Bryan Marshall  
Updated: 3/9/2012 by: Kirk Armstrong

Updated: 3/12/2012 by: Bryan Marshall