

# ARC-ISP 642P

## Personal Audio and Video Recording Procedure

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### PURPOSE

To establish guidelines for personal audio and video recordings in class or other campus interactions between students, faculty and staff of the college.

### SUMMARY

To provide the steps required to comply with Oregon law and Section 504 of the Rehabilitation Act of 1973 for the use audio recordings in a classroom to support personal educational learning while respecting federal copyright laws.

### PROCEDURE

Requesting approval to record for personal educational learning as part of approved accommodations:

- Contact the Disability Resource Office to request reasonable accommodations at <https://www.clackamas.edu/campus-life/student-services/disability-resource-center>.
- Once approved, the instructor will be provided with a letter notifying them of the approved accommodation to record the session. Students should discuss activity with the instructor to identify any limitations to recording options prior to the start of the class or the activity.
- Instructors may request that during personal small group interactions, or other class activities involving peer discussion which are not instructor led, that recorders be turned off unless the group consents to be recorded.
- Students who have received an academic accommodation to record lectures from the Disability Resource Center (DRC) must complete a recording agreement with the DRC.

Requesting approval to record for personal educational learning that is **not** part of approved accommodations:

- Ask the instructor or staff member for permission to record prior to the class or activity.
- If approved, agree to the following guidelines:
  - a) Instructors may request that during personal small group interactions, or other class activities involving peer discussion which are not instructor led, that recorders be turned off unless the group consents to be recorded. Any photos or recordings will not be released to others or shared in postings on the internet, website, or any other social media.
  - b) Course photos, recordings or materials will not be disseminated in any part, to others, or in any way that would prevent a Clackamas Community College instructor's ability to copyright lecture.
  - c) Photos, recordings, and materials will only be used under personal fair use guidelines and not infringe upon copyrights of instructors or others.
  - d) Personal discussions or confidential information will not be recorded in private without the knowledge and consent of the other parties.

## END OF PROCEDURE

### APPROVALS

Last Reviewed	Date: 4.4.2024
Administered by	Disability Resource Center
Maintained by	Access, Retention, and Completion Committee (ARC)
ARC Committee	Date: November 2023
ISP Committee – if appropriate	Date: 10/27/2023 & 12/8/2023
General Counsel	Date: NA
College Council – first reading	Date: 1.19.2024
College Council – second reading	Date: 3.1.2024
President's Council	Date: 3.12.2024