Bangor University: Panopto Policy

The University is committed to providing a high level of learner support and inclusive access to teaching materials. The recording of lectures using Panopto is a key element of this. It is acknowledged that the recording of lectures (or other taught sessions) is **not** seen as a replacement for class attendance. Indeed, research highlights the potential negative effects on student attainment of an over-reliance on lecture capture as a replacement for class attendance. However, when used as a resource to support student learning, it can provide the following benefits:

- Allow students to amend/revise/refresh their lecture notes.
- Allow students to revisit information they may not have understood in class.
- As a revision aid (when used in combination with other information sources).
- To support an inclusive teaching and learning environment.
- To support International students whose first language is not English or Welsh (as appropriate).
- To support students with Personal Learning Support plans.
- To support students who may not be able to attend classes due to reasons such as illness, caring responsibilities, transport difficulties or unavoidable work commitments.
- To support students representing the University at sporting fixtures.

In order to ensure parity of experience, the University expects the following:

1. Staff should record all lecture-type sessions as a matter of course.
2. For other types of taught session, consideration should be given to whether these may be recorded. For example, whilst a laboratory practical in its entirety may not be suitable for recording, introductory information or demonstration may be.
3. Where sessions are not suitable for recording, staff should consider what learning materials are provided to support the session. For example, a short 'podcast' style summary recorded via Panopto might be appropriate. Alternatively or in addition, direction to where students can seek further information about the key topics covered ("if you need more clarification on X have a look at this resource here….").
4. At the start of each module on which Panopto is being used, staff should inform students that recording will be taking place (via in-class and Blackboard announcement). The lecturer will need to explain what will be recorded (i.e. is it video and/or audio).
5. Students have the right to refuse to be recorded or to ask to be removed from a recording if they are identifiable.
   a. If a student does not want to appear on a video recording, they could be advised where they can sit to be off-camera.
   b. If students do not want their voices to be recorded, recordings can be paused and re-started as needed. It is acknowledged that the frequency of requirements to do this may influence the viability of recording a particular session.
6. The academic retains ultimate control of the making and releasing of the recording. Staff may pause or stop the recording during a live lecture, for example to encourage discussion or participation, or during the discussion of sensitive data/material.

The University guarantees that:

1. Panopto recordings will not be used as a substitute for delivery in the context of industrial action.
2. Archived or current Panopto recordings will not be used to substitute teaching unless with the express agreement of the member of staff concerned (i.e. in the case of illness or unavailability).

It is recognised that there are certain taught sessions for which lecture capture may not be appropriate, e.g. tutorial, seminar or field class and/or where the session content is of a confidential or sensitive nature.

In addition, unforeseen technical or operational circumstances may arise, which result in a session not being recorded, however all reasonable efforts should be made to overcome these. For those using the recordings, the variable nature of live recording should also be taken into account.

If you are recording lectures for the use of current (and future) students, the processing of the data associated with making the recording is being produced in the legitimate interest of learning and teaching, and is therefore in compliance with GDPR and the Data Protection Act 2018.

Technical guidance on Panopto use Guidance on the use of Panopto is available on the ITS website and contains videos on using the software and information on available training opportunities (https://www.bangor.ac.uk/itservices/lt/lecturecapture.php.en).