

1. If, prior to the start of a course, the faculty member anticipates utilizing video recording that will record students and such recording will only be viewed by students within the class, then the faculty member is advised to note in the syllabus that the class will be video recorded. Example of proposed syllabus language is as follows:

*This class will be video recorded and broadcast on the internet to students in this class. These video recordings may contain your image and your voice. You must notify me as soon as possible if you DO NOT want your image and your voice contained on the video. Arrangements will be made to not include you in the video recording.*

2. Regardless of whether there is a note in the syllabus or not, if a faculty member opts to utilize video recording as part of a class and such recording will only be viewed by students within the class, the faculty member should verbally notify the students in the course when the recording will take place. The faculty member should advise students that they are not obligated to be recorded and should make arrangements for those students who do not wish to be recorded. Access to viewing the video recording must be limited to students within the course. If the recording is placed on a public web server then access must be limited to course participants by means of authentication

3. In the event that a faculty member intends to show the video recording to an audience other than the course participants, then the faculty member should advise the students what the video recording is to be used for and must obtain a *Consent to Video Recording and Sharing of Class Session* (attached) by all the students who will be appearing in the video recording. The faculty member shall make appropriate arrangements for those students who opt not to be video recorded or revoke their consent, but those students' voice participation may be recorded.

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