TITLE**: ELECTRONIC RECORDING IN THE CLASSROOM POLICY**

DATE(S) OF POLICY AND POLICY REVISION APPROVALS:**: August 28, 2012**

Luzerne County Community College prohibits the use of electronic recording devices in the classroom unless the class instructor has provided permission in writing and all students and guests in the class have been informed that electronic recording may occur.

Students who have been determined to be entitled to special accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 must be granted permission to record classroom lectures and presentations provided the need is formally documented with the special needs coordinator and verification has been provided to the class instructor. The student, instructor and special needs coordinator must sign the Electronic Recording Lecture Agreement to make permission to record the classroom lecture official.

It is at the class instructor’s discretion as to whether to allow recording of classroom lectures and presentations by students without documented special needs. The electronic recording of classroom activities other than for use by special needs students is solely authorized for the purposes of individual study or group study with other students enrolled in the same class.

Permission to allow the recording is not a transfer of any copyrights of the recording. Information contained in the recordings is protected under federal copyright laws and may not be published, quoted, reproduced, uploaded to publicly accessible web environments and social media sites, such as Facebook and YouTube, or in any way shared with other people without the written consent of the instructor. Recordings may not be used in any way against a faculty member, other lecturers, or students whose classroom comments are recorded as part of this activity.

Students are expected to destroy recordings at the end of the semester in which they are enrolled in the class unless they receive the instructor’s written permission to retain them or are entitled to retain them as an accommodation for their documented special need.

Any individual who wishes to be omitted from such electronic recordings should make his/her request known to his/her instructor, the Academic Affairs Office or the Student Development Office.

Violation of this policy may subject a student to disciplinary action.