

## Policy: Audio and Visual Recording

### PURPOSE:

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The purpose of this policy is to inform students and faculty in the NESA BN Programs of the requirements and restrictions for audio and visual recording.

### DEFINITIONS:

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**Recording:** means all audio or visual recordings of any kind.

**Student discussions:** means information shared outside of lectures and presentations given by academic faculty or staff members and visiting speakers.

### POLICY SCOPE:

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This policy applies to all faculty, staff, and students in the NESA BN Programs.

### POLICY STATEMENT(S):

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1. Confidentiality of information shared by students within the learning environment must be respected and maintained.
2. Information collected in the learning environment through use of audio or visual equipment will not be posted, copied, or otherwise shared outside of that environment.
3. Recordings will be erased upon completion of the course.
4. Recording of patients/clients or any health record information through audio, visual or other electronic means in any setting is not permitted.

### SPECIFICS OF THE POLICY:

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1. NESA BN Programs courses may include peer discussion as a component of learning. These discussions may form the basis for assignments and students may wish to record discussion points for future reference when completing those assignments.
2. If a student has been approved for an absence for legitimate reasons (as specified in the *NESA BN Programs Attendance Policy*), the student may request that the class be recorded in his/her absence so that minimal course content is missed. The instructor will then determine if the request is granted.

3. Students wishing to record peer discussions taking place in the classroom or clinical settings may do so with the express consent of the instructor for the course. All students in the class must be informed, by either the student requesting the recording or the instructor, that the discussion will be recorded and the nature of the recording (audio and/or visual means).
4. Peer consent is implied by participation in discussion after being informed of the recording.
5. Instructors may require student completion of a *NESA BN Programs Audio and Visual Confidentiality Agreement* (See Appendix) regarding audio and visual recording.

**APPENDIX:**

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NESA BN Programs Audio and Visual Confidentiality Agreement

**RELATED POLICIES/ASSOCIATED GUIDELINES:**

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University of Lethbridge *Privacy Policy (Revised Oct 21, 2021)*

<https://uleth.sharepoint.com/sites/Policy/Policies/Forms/AllItems.aspx?q=privacy%20policy&id=%2Fsites%2FPolicy%2FPolicies%2FPrivacy%20Policy%5FDecember%2016%2C%202010%5FRevised%20Oct%2021%5F21%2Epdf&parent=%2Fsites%2FPolicy%2FPolicies&parentview=7>

University of Lethbridge *Authorization to Use and Reproduce Visual and Sound Recordings form:*

[http://www.uleth.ca/sites/default/files/2018/02/consent\\_form\\_2017\\_foip\\_visual\\_audio\\_photos.pdf](http://www.uleth.ca/sites/default/files/2018/02/consent_form_2017_foip_visual_audio_photos.pdf)

Lethbridge College *Use of Information Technology Resources Policy:*

<https://lethbridgecollege.ca/document-centre/policies-and-procedures/technology-and-information-management/use-information>

**REFERENCES:**

N/A

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***\*NOTE: NESA Policies exist within organizational frameworks of policy for Lethbridge College and the University of Lethbridge, and within agreements established with practice partner organizations. If and when NESA policies are found to differ from such policies and agreements, it is important to note that such policies/agreements will take precedence over NESA program policies.***

<b>Revised By/date:</b>	<b>Approved by/date:</b>
Policy Review Committee: February 2015	Not Required: no change
Policy Review Committee: December 2015	Not Required: no change
Policy Review Committee: December 2016	Not Required: no change
Policy Review Committee: January 2018	Not Required: editorial changes
Policy Review Committee: March 2019	Not Required: editorial and formatting changes
Policy Review Committee: December 2019	Not Required: no change
Policy Review Committee: January 2021	NESA Joint Faculty Council: May 10, 2021
Policy Review Committee: April 2022	Not Required: editorial changes



## NESA BN Programs Audio and Visual Confidentiality Agreement

In participating in the course, \_\_\_\_\_ (course name).\_\_\_\_\_ I agree to respect the confidentiality of information that I receive through audio or visual recording of discussions taking place in the classroom or practice site on \_\_\_\_\_ (date)\_\_\_\_\_. I understand and acknowledge that recorded information discussed will be shared only with students enrolled in this course, and will not be posted, copied, or otherwise shared. The recording will be erased upon completion of the course.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Witness Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**