

Policy: Audio and Visual Recording

PURPOSE:

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

DEFINITIONS:

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:

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

POLICY STATEMENT(S):

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 strictly prohibited.

SPECIFICS OF THE POLICY:

1. 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. 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).
3. Peer consent is implied by participation in discussion after being informed of the recording.
4. Instructors may require student completion of a *BN Programs Audio and Visual Confidentiality Agreement* (See Appendix) regarding audio and visual recording.

APPENDIX:

BN Programs Audio and Visual Confidentiality Agreement

RELATED POLICIES/ASSOCIATED GUIDELINES:

University of Lethbridge *Privacy Policy (Revised 2024)*

<https://uleth.sharepoint.com/sites/Policy/Policies/Forms/AllItems.aspx?viewid=206ae639%2D4d43%2D4af3%2D870e%2D25e0ebdfc56a&id=%2Fsites%2FPolicy%2FPolicies%2FPrivacy%20Policy%5FDecember%2016%2C%202010%5FEd%5FRev%5FDec%204%2C%202024%2Epdf&parent=%2Fsites%2FPolicy%2FPolicies>

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

Lethbridge Polytechnic *Use of Information Technology Resources Policy:*

<https://lethpolytech.ca/document-centre/college-wide-policies-and-procedures/use-information-technology-resources-policy>

REFERENCES:

N/A

For the most current policy information, always refer to the official NESA BN Program Guidelines and Forms Website: <https://www.ulethbridge.ca/healthsciences/policies>

Approved by/date: NESA Joint Faculty Council; May 11, 2026

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