



Information Technology

TELECONFERENCING RECORDING AND PRIVACY POLICY

Effective Date:

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PURPOSE

The purpose of this policy is to govern the use of the recording and privacy functions in teleconferencing applications. These applications include, but are not limited to Zoom, Microsoft Teams, and RingCentral Meetings.

SCOPE

This policy applies to users of teleconferencing technologies specifically when in group settings within the teleconferencing tool. This includes faculty, staff, administrators, students, volunteers, contracted employees and other university affiliates privileged to use university information resources. In addition to this policy, users of information and computing resources at UIW are also responsible for adherence to any State or Federal regulations regarding telecommunications and recording.

This policy does not apply to recordings or videos that are made with only one person such as: an instructor preparing instructional content and posting online for student use, a how-to video filmed for employees, a safety presentation for UIW, or a leadership briefing for the community.

TERMS

Teleconferencing: Technology which uses any combination of audio and video to conduct meetings or classes via campus networks or the internet.

Screenshot: Using technology to capture an image of the screen of a device (taking a picture of the screen, Windows snipping tool, etc.)

POLICY

The University protects the privacy of faculty, students and staff while working or participating in educational programs. Use of teleconferencing software and technologies heightens the criticality of privacy and the need to use the least invasive means of engaging in these alternative methods of conducting our activities. Existing law and policy that address privacy remain in effect including FERPA, UIW Student Handbook, Employee Handbook, and other applicable student and personnel policies.

Recording of academic classes conducted via teleconference

- Classes may only be recorded if there is an academic necessity or pedagogical reason for recording the session. Some examples include:
 - To support asynchronous education delivery within individual course sections, shared only to those in that section.
 - Lecture capture courses that have been previously identified in course syllabi and other applicable guidance.
- When recorded, the instructor should provide verbal notice at the beginning of the class that the class will be recorded and allow students who do not wish to be recorded the opportunity to opt out.
- Classes that may be recorded throughout the semester must clearly identify this fact in the course syllabus.
- Only the host/instructor or designated co-host may record the session.
 - Students in a class and/or meeting participants and any student-hosted meetings are prohibited from recording of any kind.
 - Any recording for students with approved accommodations will occur through instructor recording.
- Screenshots, photography, or other copying of chat exchanges is prohibited unless permission is granted by the host/instructor and advance notice to all participants is provided.
- Recordings of classes must be deleted when no longer necessary, or 30 days after the end of the academic term in which the recording was created, whichever is sooner. UIW managed information technology systems may automatically remove recorded content older than the most recent academic term, unless required for reasons coordinated with the Director of Instructional Technology in advance.
- Recordings of classes will only be stored on approved UIW operated video storage solutions such as Microsoft Stream or Zoom's cloud storage. Under no circumstances should UIW class recordings be stored on or shared in user's personal social media or other public sharing forums such as YouTube.
- Recordings of classes may not be shared outside of the class group where the recording originated.
- Faculty and students should refer to the UIW Information Technology website for security and privacy best practices.

Recording of employee meetings, events, or other functions conducted via teleconference

- Recording meetings for purposes other than instruction is prohibited absent a specific and articulated need to record the meeting. An example is a
 - Live training that needs to be offered asynchronously for those not in attendance.

- The annual Open Enrollment meetings hosted by the Department of Human Resources for all employees, which are offered asynchronously for those not in attendance.
- When recorded, the host should provide verbal notice at the beginning of the meeting that it will be recorded and allow those who do not wish to have their voice or image recorded the opportunity to opt out.
- Only the host or designated co-host may record the session.
- During meetings and events, chat participants have a reasonable expectation that the chat content will not be included in the recording. Therefore, screenshots, photography, or other copying of chat exchanges is prohibited unless permission is granted by the host and advance notice to all participants is provided.
- Recordings of meetings must be deleted immediately when the recording is no longer required or within 30 days, whichever is sooner unless a specific exception is documented with the Director of Infrastructure, Operations, and Security.
- Clicking an acknowledgement that a session will be recorded suffices as consent to share the recorded session later with non-participants, consistent with the purpose of the session.

Online advising

Online advising may occur via chat, audio, or video conferencing using UIW approved teleconference platforms. Sessions should not be recorded; rather, the advisor should log notes in the customary fashion.

Privacy Controls

- All meetings are required to use available controls (passcode, waiting room, etc.) to prevent unauthorized participants.
- Recording notifications may not be disabled for any reason.

ENFORCEMENT

Employees and students who violate the policy guidelines outlined above may be subject to disciplinary action as outlined in the Employee or Student Handbooks, respectively.