

## Policy on Classroom Recordings

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**Purpose:** This policy establishes guidelines for recording classroom activities, including lectures, seminars, tutorials, discussions, or any other instructional sessions, at the Faculty of Law, National University of Singapore (NUS Law), with a view to ensuring the protection of privacy, intellectual property, and a conducive learning environment.

**Scope:** This policy applies to all students, instructors, and staff participating in instructional activities within NUS Law's classrooms, whether in-person or virtual, and at other locations as part of NUS Law's programmes.

### Policy Statement:

#### 1. Permission Requirement:

- Students must obtain prior written permission from the instructor before recording any portion of a class.
- Permission must be granted for each specific class or instructional session. Blanket or indefinite permissions are not recognised.

#### 2. Acceptable Uses:

- Recordings are permitted solely for personal educational use by the students who receive permission, and they shall not be used for any other purpose whatsoever.
- Recorded materials shall not be shared, published, or distributed in any form, including on online platforms or social media, without explicit written consent from the instructor and all identifiable participants.

#### 3. Instructor's Discretion:

- Instructors reserve the right to deny or limit recording if it is deemed disruptive, inappropriate, or if it compromises the privacy of others.
- Instructors may specify conditions for recording, such as restricting it to audio-only or prohibiting recordings during sensitive discussions.

#### **4. Procedure:**

- Students must request permission from the instructor via email before the start of the class they wish to record.
- Instructors should respond to requests promptly and clearly outline any conditions or limitations.
- Before a class is recorded, the instructor will inform the students that, exceptionally, the class is being recorded, and that the recording will include any student interaction in class.

#### **5. Confidentiality and Privacy:**

- Students must respect the reasonable privacy and confidentiality interests of classmates, instructors, and guest speakers.

#### **6. Accessibility Support:**

- Students requiring recordings as a reasonable accommodation under the University's Accessibility Support policies must be assessed by the relevant unit, and must provide the instructor with evidence of the assessment that specifically prescribes classroom recording as one of the measures.
- Even where so permitted, the student must rely on the classroom recording solely for personal use and must otherwise comply with the conditions of this policy.

#### **7. Recording of Class Sessions by Instructors**

- This policy is aimed at recording by students, and nothing herein restricts instructors from recording class sessions, including in circumstances such as make-up classes (resulting in the inability of students with overlapping schedules to attend) or in case of quarantine/isolation or emergencies involving some students.
- For the avoidance of doubt, in-person classes are the norm at NUS Law whereby students attend, participate and take notes in person, with any recording of classes being the exception.

#### **8. Violations:**

- Unauthorized recording or misuse of recordings is a violation of this policy and may result in disciplinary action under the NUS code of conduct relating to students.

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