For Discussion: Proposed Lehman College Policy on Class Recording and Photography

Scope: This policy applies to classroom instructors, students, and visitors in both in-person and online courses at Lehman College.

Definitions

- **Recordings** are defined here as audio or video recording, including transcription or audio/video recording of a class performed by an artificial intelligence system, app, or platform.
- **Photography** includes any photo, image capture, or screenshot of class participants or class materials.
- **Instructor** includes all full-time and part-time faculty, as well as graduate students and instructional staff acting as instructors of record or teaching discussion sections, labs, studios, library instruction sessions, or otherwise delivering course-related activity to students.

Policy

To uphold academic integrity, support the free exchange of ideas, and protect the privacy of all participants in the class, Lehman College prohibits any recording or photography of lectures, discussions, office hours, or other course-related activity without the express permission of the instructor, who has the sole discretion to determine whether or not to allow recording or photography.

Course-related activity includes, but is not limited to, instruction provided in non-classroom spaces such as laboratories, studios, libraries, and faculty or department offices. This policy strictly prohibits stealth or covert recording of course-related activity by instructors and/or students, as well as by invited guests and visitors.

Students or visitors must not be recorded or photographed in a class session without the student's or visitor's consent. If an instructor chooses to record or photograph a class session, they must communicate this in advance both verbally and in the course syllabus and obtain the express permission of all participants in the class. Due to confidentiality provisions, an instructor may not notify students that the class is being recorded as the result of a disability accommodation, but all faculty are encouraged to include a general statement about the possibility of such recording in the course syllabus. If a class participant does not grant permission to be recorded or photographed, the instructor must ensure that the individual is not included in any course recordings or photography. To protect student privacy, instructors

are encouraged to use ‘Speaker-Only’ recording modes, ensuring that student images and names are not captured in the recording.

Exceptions

Exceptions to this policy include the recording of classes on behalf of a student receiving disability accommodations, in accordance with federal law. Instructors may provide for the recording of classes on behalf of a student missing class due to religious beliefs or experiencing extended absence due to medical or other exigent circumstances, in coordination with other campus units. Qualified individuals with disabilities enrolled at Lehman College should contact the Lehman Office of Student Disability Services to facilitate recordings. Students who require recorded lectures as an academic adjustment for documented disabilities may not share, replicate, or publish the recording, in whole or in part, or use the recording for any other purpose, without the written approval of the instructor.

Use of Recordings and Photographs

When permission is granted to record or photograph under one of the exceptions identified in this policy, or when recordings or other materials are made available to students by instructors, students may not copy and/or disseminate any portion of instructor or student-generated content (lectures, lecture slides, photos, screenshots, student assignments, presentations, class discussions, discussion board postings, etc.). Authorized recordings are to be used only as a personal study aid during the course. Recordings may not be shared, replicated, or published, in whole or in part, or used for any other purpose, without the written approval of the instructor. Students who receive authorization to record or photograph agree not to release, digitally upload, broadcast, transcribe, or otherwise share all or any part of these recordings or photographs. Dissemination on the internet and social media platforms (especially for the purpose of bullying, humiliating, retribution, etc.) is strictly prohibited.

Violations

Students in violation of this policy are subject to academic sanction under CUNY’s Academic Integrity Policy (Manual of General Policy, Article 1, Policy 1.03) and may be subject to disciplinary action under Article XV Section 15.4 (“Student Disciplinary Procedures”) of the CUNY Bylaws. Instructors in violation of this policy are subject to disciplinary action under Article VII (“Academic Due Process”) of the CUNY Bylaws. Visitors in violation of this policy are subject to removal from the classroom and/or campus.