

## Student Privacy and Best Practices for Virtual and Recorded Class Sessions

Due to social distancing requirements, instructors may wish to hold live class sessions virtually for some or all students. In addition, these live class sessions may need to be recorded and made available to students who are unable to participate live, due to approved absence requests. The following information will help faculty to prepare to teach in this virtual environment, while protecting student privacy and adhering to best practices.

1. Review the various options for [live virtual class sessions and recording](#).
2. Post information in the course syllabus so that students are aware if the class will be held virtually and/or recorded. Provide expectations for students regarding participation, while keeping student privacy concerns in mind.
3. Recording and FERPA Issues
  - The degree to which an individual student may be identified during a live or recorded class session can vary depending on several things, e.g. size of class enrollment, unique attributes, self-descriptive statements, etc. For live streaming, the following precautions should be utilized:
    - Inform all students that you will be live streaming or recording the class and that access to live and recorded sessions will be limited to students enrolled in the course. This can be done with a general statement in your syllabus and on your Blackboard page. If you do not regularly record classes, make an announcement prior to beginning the recording.
    - Links to access live or recorded sessions (where students may be identifiable) should only be posted on Blackboard and should be password protected so that the ability to view the recording is limited to those students enrolled in the course. The amount of time that a recording is available should be limited to two weeks.
    - Classroom cameras are typically in the back of the room and should remain facing forward at all times and when possible (the field of view will be to instructor).
    - Before recording a class where there is heavy student involvement/discussion, consider whether a recording is necessary. If a student is unable to attend their scheduled classroom discussion session, consider having them attend a separate discussion or other way of achieving the goal of the discussion. Finally, consider the subject matter of the discussion and whether it is appropriate to record it given your field of study/program. If you choose to record a class involving a high amount of student engagement or discussion, consider adding a statement to the course syllabus, such as:
      - *Sharing personal experiences and opinions is an important part of the learning process. In the (hybrid, hybrid, synchronous, etc.) environment of*

*this course, all of our interactions are recorded (via Zoom, Blackboard Collaborate Ultra, Yuja etc) and made available to students in the course. The purpose of these recordings is to enhance learning for all students. If your peers make personal statements in this course, consider those comments in the context of our learning goals and do not share them with people outside the course. If you have questions or concerns about any recordings, please contact me.*

- Become familiar with [student privacy options](#) for the technology being used ([Zoom or Bb Collaborate Ultra](#)).
  - If a student approaches you with a concern regarding streaming or recording, whether in person or participating remotely, direct them to the [Request to Restrict Directory Information form](#). UIT and TTAaDA can also assist the student and instructor to ensure privacy needs are met.
4. Consider the following for students who wish to keep their identity private during live and recorded sessions:
- Students who are very concerned about privacy and who use the FERPA privacy flag in Campus Connection would receive an anonymous identifier and email address, such as User1234@und.edu. They can then also update their display name in Zoom and Blackboard to remain anonymous (see additional information below).
  - When participating from the physical classroom
    - i. In most classrooms, cameras are in the back of the room and should remain focused on the instructor only.
    - ii. Typically, only the instructor audio will be captured, but faculty may wish to avoid calling on students by name and discourage students from stating their name before asking or answering a question.
    - iii. Faculty should repeat student questions and responses to ensure the remote audience is able to hear.
  - When participating in the class virtually, the privacy settings vary based on the technology being used ([see this comparison chart for more details](#)). Students may wish to leave their camera off and not type in the chat window to avoid sharing their identity. Participants who do not speak or participate in chat are not visible in the recording.
    - i. Zoom
      - 1. When using [Zoom Cloud recording](#), only the speaker is recorded. As participants speak, their name and profile pic/video are visible and included in the recording. The recording is only available to the instructor until the instructor chooses to make the recording available to others by sharing the link. The recording link is automatically password protected, so that only users with the password may view the recording. Participants are unable to record in Zoom unless granted permission by the meeting host.

2. When using Zoom local recording, a gallery view of all participants is recorded, but participant names are not included in the recording.
    3. If participation is required, the student may wish to [change their display name or remove their last name from their Zoom profile](#). The Zoom host (instructor) can also use the [Zoom In-Meeting Security options](#) to allow participants to rename themselves from the Participants panel during a meeting if they don't want to change their profile.
  - ii. Blackboard Collaborate Ultra
    1. Only speakers with their camera turned on are visible and names are not displayed with the speaker.
    2. The chat may be set up to be anonymous in advance, so that chat is visible, but users are not identified.
5. Review and edit live class recordings before posting or sharing with students
- The recording can be paused or stopped if a topic/discussion occurs that is not appropriate to include in the recording.
  - Questionable or unnecessary comments or discussions may be edited from the recording by downloading the recording and uploading into YuJa.
  - Zoom recordings are automatically password protected, so only students who receive the password may view the recording. Blackboard Collaborate recordings are only made available in Blackboard when the instructor chooses to make them available.