

**College of Visual and Performing Arts
Confidentiality of Course Discussion Statement**

August 2020

With the availability of hardware and software enabling audio and video capturing of material, lectures, courses, etc., and the use of social media, it is essential to be mindful of the following policies and considerations:

- Faculty and students need a safe space in which to discuss topics that can be difficult due to differing experiences and points of view. Students and faculty must agree that course discussions in any format are safe from the fear of being posted or shared with individuals outside of the course section.
- No recordings of any format (audio and/or video) may be captured without direct permission from the instructor.
- Recordings, even those approved by the instructor, may not be posted to any internet hosted location, copied/duplicated, or shared with others.
- Any approved recording is to be used as a learning resource only by the students in the specific section.
- At the end of the semester, any and all personal copies of recordings must be destroyed (deleted and removed from trash) from either university-provided storage resources or student-owned storage devices.
- Faculty should notify students prior to recording any in person or online class sessions, and allow students to disable video feed if desired.