

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH SCHOOL OF NURSING POLICY & PROCEDURE MANUAL

Subject: AUDIO/VIDEO RECORDING – STUDENT	Original Issue Date: August 12, 2004	Policy #: 761
	Supersedes: March 15, 2018	Effective Date: January 27, 2022
Individuals / Committees Consulted: Curriculum Faculty Organization Allied Health	Reviewed & Approved by: Director, Office of Educational Services School of Nursing Planning Committee College Governance Committee	Approved by: Dean, School of Nursing (Signature on File) Provost, College of Nursing and Allied Health (Signature on file)

PURPOSE:

To delineate the purpose and process for audio/video recording of School of Nursing (SON) classes

POLICY:

All newly enrolled students in the SON must read and sign the Student Audio/Video Recording Agreement

The following may be used for personal study only:

- Audio recording of SON classes
- Video recording of skills lab presentation(s)

No recording by students of the simulation experience will be permitted.

Audio/video recording restrictions are based on:

- Legal issues related to the use of copyright materials
- Ethical issues related to confidentiality of personal and client’s information
- Potential detriment to the quality of teaching or class discussion.

Any distribution of class audio/video recordings is prohibited and is grounds for disciplinary action up to/including dismissal from the SON. This includes selling, posting, sharing of any kind on social media or any internet sites for public use outside of the School of Nursing.

PROCEDURE:

Office of Educational Services staff:

- Obtains SON student signature on the Student Audio/Video Recording Agreement form during orientation
- Maintains the form for duration of the student’s enrollment in the SON.

Student:

- Audio/video records in a manner that does not disrupt lecture, class discussion or skills presentation at any time
- Stops recording:
 - During presentation of any copyrighted material

Subject:

AUDIO/VIDEO RECORDING – STUDENT

- Whenever any faculty member or student requests no recording.

PROCEDURE DOCUMENTATION:

School of Nursing: Student Audio/Video Recording Agreement

REFERENCES:

College Catalog

College Policy #201: Academic Honesty and Professional Conduct

Student Handbook

REVISION DATES:

August 8, 2004

January 8, 2009

April 12, 2012

November 12, 2015

November 13, 2017

March 15, 2018

January 27, 2022