

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

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Subject: <b>AUDIO/VIDEO RECORDING</b>	Original Issue Date:	Policy #: <b>761</b>
	Supersedes: August 12, 2004	Effective Date: January 8, 2009
Committees Consulted: College Operations	Reviewed & Approved by: Dean, Administrative and Student Services College Planning	Approved by:  Provost, College of Nursing and Allied Health

## **PURPOSE:**

To delineate the purpose and process for audio/video recording of College classes.

## **POLICY:**

Audio/video recording any portion of a class requires permission of faculty members.

Audio/video recording of College classes may be used for personal study only.

All newly enrolled students in the School of Nursing must read and sign the Student Audio/Video Recording Agreement.

Audio/video recording restrictions are based on:

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

## **PROCEDURE:**

The Office of Educational Services:

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

Students:

- Obtain faculty member's permission at the beginning of each class
- Will audio/video record in a manner that does not disrupt class at any time
- Stop recording:
  - During presentation of any copyrighted material
  - Whenever any faculty member or student requests no recording
- Will not sell recordings or post them on the intranet.

## **PROCEDURE DOCUMENTATION:**

School of Nursing: Student Audio/Video Recording Agreement

## **REFERENCES:**

School of Nursing: Student Catalog