

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

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Subject: AUDIO/VIDEO RECORDING – STUDENT	Original Issue Date: August 12, 2004	Policy #: 761
	Supersedes: January 8, 2009	Effective Date: 4/12/12
Committees Consulted: College Operations SON Nursing Practice	Reviewed & Approved by: Dean, Administrative and Student Services College Planning	Approved by: Provost, College of Nursing and Allied Health (Signature on file)

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.

Any distribution of class audio/video recordings is prohibited. This includes selling, posting, uploads to the internet, and transcripts.

PROCEDURE:

Office of Educational Services staff:

- 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.

Student:

- Obtains faculty member's permission at the beginning of each class
- Audio/video records in a manner that does not disrupt class at any time
- Stops recording:
 - During presentation of any copyrighted material
 - Whenever any faculty member or student requests no recording

PROCEDURE DOCUMENTATION:

School of Nursing: Student Audio/Video Recording Agreement

REFERENCES:

School of Nursing: Student Catalog

Subject:
AUDIO/VIDEO RECORDING – STUDENT

REVISION DATES:

August 8, 2004
January 8, 2009
April 12, 2012