

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

Page 1	Of 2
--------	------

Subject: <b>AUDIO/VIDEO RECORDING – STUDENT</b>	Original Issue Date: August 12, 2004	Policy #: <b>761</b>
	Supersedes: April 12, 2012	Effective Date: November 12, 2015
Committees Consulted: College Operations Curriculum	Reviewed & Approved by: Dean, Administrative and Student Services College Planning Faculty and Staff	Approved by:  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:**

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

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

All newly enrolled students in the SON 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 and is grounds for disciplinary action up to/including dismissal from the SON. This includes selling, posting, sharing on the internet and transcripts.

## **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:

- Notifies faculty member's 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

Subject:

**AUDIO/VIDEO RECORDING – STUDENT**

**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