



# Online Content Recording, Storage & Use Policy

## Scope

This Policy sets out the position and requirements of Kaplan Australia Group (hereby referred to as 'Kaplan') in relation to Kaplan Business School, Kaplan Professional, Kaplan International Language and Kaplan Higher Education which includes the University of Adelaide College.

## Purpose

This Policy provides the grounds upon which live course content can be recorded, stored and used in order to provide study resources for staff and students. It aims to both accommodate circumstances which require a flexible learning environment and enrich the students' learning experience.

This policy does not apply to pre-recorded content that is used within Class.

## Definitions

The following terms and definitions are applicable to this Policy.

**Kaplan Australia Group** means Kaplan Australia Holdings Pty Ltd ACN 117 261 980 (**KAH**) and any entity that is an associated entity of KAH within the meaning of the *Corporations Act 2001* (Cth).

**Record(ing)** means any audio and/or visual recording.

**Class** means any forum where the focus is on the delivery of presentations, explanations, analysis and assessment of academic content. This includes, for example, lectures and tutorials.

## Policy Statement

The Policy provides principles that govern the recording, storage and use of classroom instruction, tutorial content and any other function related to the live communication of knowledge and information to students.

## Policy Principles

**Copyright Ownership of Teaching and Course Materials:** Kaplan's Copyright Policy asserts ownership by Kaplan of all original material created by employees in the course of their employment and by contractors in the performance of their engagement, unless there is specific written agreement to the contrary.

The copyright in all recordings of Classes and all other live methods of communication given by Kaplan staff and contractors will be owned by Kaplan.



Staff must always ensure appropriate permission is obtained prior to the use and subsequent recording of any third party copyrighted material. If a staff member does not have appropriate permission to include particular copyrighted material in the recording of a Class, the staff member must pause the recording while displaying or using that material during the Class.

## Permitted Use

Students:

- may download and watch, or may stream, a recording of a Class solely for the purpose of personal study for a subject in which they are enrolled;
- must not otherwise copy, distribute or publish all or part of a recording of a Class; and
- may take notes from a recording of a Class solely for the purpose of personal study for a subject in which they are enrolled.

Staff:

- may download and watch, or may stream, a recording of a Class solely for the purposes of their employment; and
- must not otherwise copy, distribute or publish all or part of a recording of a Class.

## Recording of Class Delivery

Kaplan recognises that the recording of Classes can provide an alternative or supplementary study resource for staff and students by accommodating circumstances which require a more flexible learning environment or a more enriching learning experience.

Kaplan supports the use of capture recording software and has adopted the use of such software to facilitate the delivery of Classes online, the recording of Classes for access by students outside timetabled schedules, and access to staff for the purpose of academic support and coaching.

Kaplan will advise staff of the capture recording software in use, though it must be noted the approved platform/s may change over time.

Staff must always be open with students about the fact that Classes are being recorded and must never attempt to conceal the fact that recording is occurring.

## Access and Equity

Kaplan recognises compliance with relevant disability standards and legislation may necessitate the recording of Class content. This recognition also aligns with Kaplan's Diversity, Inclusion and Equity policy to create equivalent opportunities for academic success.

## Quality of Recordings

When recording a Class, Kaplan will endeavour to produce a high-quality recording. However due to the limitations of technology and other practical considerations, this is not always possible. Kaplan does not guarantee that any recording it makes of a Class will be of high quality.



## Guiding Procedures

### Student Recording of Classes

Where the recording of Class delivery is not provided by Kaplan using capture recording software, students enrolled in the relevant subject may request permission to record the Class based on special consideration such as physical impairment, learning difficulties or language barriers. This request must be made via email to Kaplan before the commencement of the recording.

Students are not permitted to record any Class on behalf of absent students.

Kaplan approval by email will be given on the basis that the student undertakes to:

- video record the Class presenter only; class members must not be video recorded;
- not provide the recorded material to any other person;
- not upload the recording to any platform from which it can be accessed, either intentionally or inadvertently, by another individual; and
- destroy the recorded material at the completion of study for that subject.

The student must provide by return email, agreement to these undertakings before the commencement of the recording and must comply with these undertakings.

If the above steps are not taken, a student is not permitted to record a Class.

### Guest Presenters

A guest presenter must be advised, in advance, of any intention to record their content delivery. Their acknowledgement must be obtained in writing as evidence of their consent. The consent form should be safely stored in a retrievable data storage facility.

If the guest presenter does not grant permission to be recorded, recording must either be stopped or paused for the duration of their presentation.

### Data Retention

Recordings will be archived for access in future study periods. Such use can be exercised for the duration that the recording is stored on a Kaplan platform such as the learning management system (LMS), website or content management system.

Recordings that attract certain restrictions will be deleted at the end of the study period for which the recordings apply.

Staff members must not keep copies of recordings in their email accounts or in other personal file locations.

When no longer relevant or current, archived recordings will be deleted after 12 months.

If a guest presenter is recorded, the member of staff who engaged the services of the guest presenter is responsible for providing them with either the link to the recording or the file upon request, for the sole purpose of the guest presenter viewing the recording.



## Recording permission

Upon signing Kaplan's enrolment terms and conditions a student authorises the retention of the student's photo image for identification purposes and the student consents to the use of any photographs, voice and video recording taken of the student during the recording of Classes (including by other students) or for promotional or marketing purposes, in print and/or online, at any time without further consent or notification.

Any student who does not wish to be recorded should advise Kaplan at the time of the photographing, voice or video recording of their wish not to participate, in relation to recording of online Classes the student should not turn on the video camera, should remain on mute and use the chat functionality to participate in the Class.

## Privacy Statement

When a Class is recorded, the recording may capture personal information about students participating in the Class including their name and image. This information may be hosted by Kaplan's service providers such as the provider of its LMS platform.

The Kaplan Privacy Policy, available at <https://www.kaplan.edu.au/privacy-policy/>, contains information about how an individual can seek access to and correction of the personal information Kaplan holds about them, how the individual may complain about a privacy breach and how Kaplan will deal with such a complaint.

## Relevant Legislation

Kaplan operates under strict laws and regulations. Policies and procedures are in place to ensure compliance with such laws. Below is the most relevant legislation which applies to this policy:

- Copyright Act 1968 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education 2005
- Privacy Act 1988 (Cth)

## Related Policies

This Policy should be read in conjunction with the following Kaplan policies available on Kaplan's Intranet and Kaplan school websites:

- Kaplan Copyright Policy
- Kaplan Diversity, Inclusion and Equity Policy
- Kaplan Privacy Policy



## Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officers and Responsible Officer to ensure compliance with this Policy.

| <b>Policy Category</b>   | <i>Academic</i>                        |   |                      |                       |
|--|--|---|----------------------|-----------------------|
| <b>Responsible Officer</b>   | Vice President Academic                |   |                      |                       |
| <b>Implementation Officers</b>   | Academic Deans or equivalent           |   |                      |                       |
| <b>Review Date</b>   | May 2023                               |   |                      |                       |
| <b>Endorsed by:</b>  |  | <b>Approved by:</b>                     |                      |                       |
| <ul style="list-style-type: none"> <li>• Vice President Academic</li> <li>• General Counsel, Kaplan Australia</li> </ul> |  | Academic Board                          |                      |                       |
| <b>Version</b>   | <b>Authored by</b>                     | <b>Brief Description of the changes</b> | <b>Date Approved</b> | <b>Effective Date</b> |
| 1.0  | Quality Regulations and Standards Team | New Policy                              | 25.06.2020           | 01.07.2020            |
| 1.1  | Quality Regulations and Standards Team | Removal of references to MIT            | N/A                  | 13.07.2021            |