

## North Dakota University System Policy for Electronic Recording of Classes or Events

Classes may be electronically recorded for a variety of purposes. Recordings include, but are not limited to, the technologies of the Interactive Video Network; content capture tools such as Tegrity; digital cameras; computer software; portable devices; and more.

One of the following options describe the type of process users should follow when electronically recording a class:

<b>Temporary Electronic Recordings</b>	<b>Instructional/Multi-Use Recordings</b>
<p><b>Definition:</b> Recordings made available for a predefined limited time period, generally days or weeks, but perhaps up to a few months or to the end of a class/academic term. If an image of any student is recorded, access to the recorded material must be limited to the students of that class.</p> <p><u>Example:</u> - An instructor's lecture is recorded and stored within a learning management system for the duration of the semester, after which the recording is deleted. - An IVN class is recorded because of bad weather. The recording is deleted two weeks later.</p>	<p><b>Definition:</b> All other electronic recordings that do not meet the criteria of a temporary electronic recording.</p> <p><u>Examples:</u> - An instructor's lecture is recorded and streamed via a public website. - A math lesson is recorded on a DVD and made available in the Reserve section of the library. - A link to a recorded meeting is placed on a website.</p>
<p><b>Steps to Follow:</b> The instructor or facilitator is responsible for granting permission to electronically record a class.</p> <p>The instructor or facilitator must notify students/participants that the class or event may be recorded. The instructor should also define the period in which the recording will be accessible and the method of access.</p> <p>The instructor or facilitator is responsible for ensuring the electronically recorded material is properly deleted or destroyed.</p>	<p><b>Steps to Follow:</b> The instructor or facilitator is responsible for granting permission to electronically record a class.</p> <p>All students/event participants must be informed in writing and verbally that the class/event is subject to recordings for future applications.</p> <p>The use of copyrighted material within the electronic recording must first be cleared through the appropriate campus copyright official.</p> <p>(CDs/DVDs/video streaming/other) become the property of the campus/department of the university, provided that nothing herein is intended to deprive individual authors of rights in scholarly works to which they are entitled pursuant to an institution's intellectual property policy, in which case the institution will have a limited and non-exclusive license to use recordings of such scholarly works for the purposes set forth herein.</p>



**Minot State**  
**UNIVERSITY**

Our Place. Our Legacy. Our Vision.

Revised February 2013

Temporary Electronic Recordings	Instructional/Multi-Use Recordings
<p><b>Required:</b> The instructor or facilitator is required to sign a release form for temporary recordings. This signed form should be kept on file and can be discarded after the recording has been deleted or destroyed. Each institution is responsible for identifying who will manage the release form.</p> <p>A student release form is not necessary for temporary recordings.</p>	<p><b>Required:</b> The instructor or facilitator is required to sign a release form. All students/participants involved must sign a release form. Signed forms should be kept on file and retained as long as the material is in use plus three years after the fact. Each institution is responsible for identifying who will manage the release form.</p>

Minot State University (MSU)

**Student Release Form**

For use with electronically recorded classes or events

**Course Title/Number or Event Name:** \_\_\_\_\_

**Date(s) of Class/Event:** \_\_\_\_\_  
(if for entire semester, state semester and year)

**Department:** \_\_\_\_\_

MSU and its designees may be using electronic means to record whole or in part classes or events in which I may be present. As a result, my presence including my name, likeness, voice and appearance may be recorded (hereinafter referred to as the "Recordings"), and MSU may use the Recordings, the transcript thereof, and any biographical material concerning me in connection with the above listed class/event and any promotional material, as well as in additional programs or products in any media in perpetuity.

MSU may edit the Recordings and include the Recordings or any portion thereof in the class or program at its discretion. MSU shall own all right, title, and interest in the Recordings, the course, the transcript, and any related materials for use in any manner or media now or hereafter known or invented throughout the world in perpetuity.

I have the right to enter into this agreement and my presence in the class or event will not conflict with any commitment I have to any person or entity.

- ☐ I hereby authorize MSU and its designees to record my presence in the above designated class/event.
- ☐ I do not authorize MSU and its designees to record my presence in the above designated class/event.

Name of Student (Print)	Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Minot State University (MSU)

**Faculty Release Form**

For use with electronically recorded classes or events

**Course Title/Number or Event Name:** \_\_\_\_\_

**Date(s) of Class/Event:** \_\_\_\_\_  
(if for entire semester, state semester and year)

**Department:** \_\_\_\_\_

In consideration of furthering the educational purposes of MSU, I hereby consent to any electronic recording of myself by MSU and its employees. I authorize the use of such recordings for any proper and legitimate educational purpose by the college or department.

- ☐ As the class instructor or event facilitator, I acknowledge my responsibility for authorizing all electronic recordings of any class/event.
- ☐ I have informed the students/participants that the above designated class/event may be recorded for these purposes and have obtained their written consent.
- ☐ I understand student and faculty release forms plus a copy of the recording(s) must be retained as long as the recorded material is in use plus three years after the fact.
- ☐ This faculty release form along with the original copies of the student consent forms will be kept on file at \_\_\_\_\_, as designated by MSU.

I authorize MSU ownership of the program and further agree that you may use my name, likeness and biography for the purpose of promoting the program. I assign any and all copyright rights, title and interest I may have in the recording of my presentation to MSU. Ownership of copyright in Powerpoints and other written materials contained in the presentation shall be determined in accordance with the institution's intellectual property policy, provided that the institution shall have no less than a limited, perpetual, non-exclusive, and royalty-free license therein to use the same for the institution's non-commercial educational and research purposes.

\_\_\_\_\_  
**Faculty Name (Printed)**

\_\_\_\_\_  
**Faculty Signature**

\_\_\_\_\_  
**Date**

(Please ensure a completed, signed copy of this form is submitted to the designated campus department.)