University of Leicester *Reflect* Policy

**Background**

*Reflect* is the University of Leicester lecture capture system. The system enables the University to achieve its aims of:

‘*Delivering teaching and learning that is both innovative and effective, which allows the university to grow whilst maintaining both our commitment to inclusivity and the student experience.*’

‘*Developing our estate to ensure the very best, state-of-the-art facilities are available to staff and students.*’

The University of Leicester’s *Reflect* Policy is designed for all members of the University community – staff and students – who use, or intend to use the system.

The Policy is intended to ensure that University staff and students are:

I. provided with appropriate information to support their use of *Reflect*;
II. aware of their responsibilities and the implications of using *Reflect*;
III. confident that the tools which support student learning with *Reflect* are appropriate, reliable, accessible, and secure.

The Policy makes reference to national legislation and should be read in conjunction with the *Reflect* guidance documentation on the Leicester Learning Institute website, and other relevant University policy and strategy documents, particularly the: Learning Strategy, Copyright, Equalities Act (2010), Regulations Concerning the Use of University Computing Services, Data Protection and Information Security and Assurance, VLE Policy, Accessible Curriculum Checklist and Academic Codes of Practice.

The Service Level Agreement for *Reflect* is maintained in tandem with this policy, and provides service-level detail to the statements herein.

Enquiries regarding the Policy should be addressed to the Chair of LLI Management Board.

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Policy

1) Recording and publishing

I. The Reflect system is available in all centrally timetabled and Reflect-equipped rooms (See: Rooms Directory). Timetabled events and teaching activity will be set to be recorded automatically, however staff have control over the recording process and subsequent editing (Refer to clause 1.IX).

II. The University recognises that some sessions, as a whole or in part, are not appropriate for publishing. For example, where the session is a tutorial or workshop, where students have requested that their contributions are not made openly available, where there are ethical concerns, commercially sensitive information, unpublished research, Box of Broadcast recordings and personal data. (Refer to clause 1.VII).

III. Where Reflect is available staff are expected to publish the recorded content for their students within three working days, unless clause 1.II applies.

IV. By default, published content is only available to students who are registered on the module for which the recording was made.

V. Recordings of teaching and other events, such as Inaugural Lectures and presentations by non-University members can be shared more widely, subject to permission from the contributors and those who appear in the recording.

VI. Staff assigned to a module have an option to download a recording for repurposing. Students do not have access through Reflect to download recordings.

VII. If a recording is not expected to be published, in accordance with clause 1.II, the member of staff responsible must notify their Head of Department allowing enough time for this position to be evaluated. Staff whose sessions are excluded from publication will be expected to communicate the decision made to their students and to make equivalent academic content available (lecture notes, slides etc) within three working days.

VIII. Students will be notified that teaching activity in centrally timetabled and Reflect-equipped rooms is being recorded and their contributions may be published unless they have notified the University of their decision to opt-out.

IX. Staff are able to manage the recording process by pausing the recording, for example to facilitate discussion or when requested to avoid capturing student input, and by editing the recording prior to publishing.

X. The University will not use Reflect recordings for staff performance management. Staff may choose to use recordings for personal reflection on their teaching practice.

XI. Reflect recordings will not be used as evidence in student appeals and complaints.

XII. Students may not opt-out of recordings that form part of a University award (e.g. summative assessments), unless there are exceptional circumstances or they have a recognised disability. Alternative and equitable materials can be accepted in these circumstances.

2) Copyright, Intellectual Property, Performance Rights and Consent

I. The University owns the intellectual property, including copyright and performance rights, of all recordings in accordance with the Policy for the Treatment and Governance of Intellectual Property Clause 8.4.

II. Members of staff using the Reflect capture system will be asked to confirm their consent to the University’s use of their recordings.

III. In terms of copyright, moral rights (i.e. the right to be identified as the author of copyright work and the right to object to any derogatory treatment of the work) do not apply to works

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created as part of staff employment, but those rights can be asserted by individuals wishing to exercise them.

IV. **Reflect** content provider(s) and presenter(s) cannot take or re-use a recording without permission from the University of Leicester.

V. The University expects that all users will abide by the laws of copyright and fair use; use of third party materials in any presentations or teaching activities must adhere to the University Copyright Policy. Staff are responsible for ensuring that the material does not breach copyright, and are expected to seek approval and amend accordingly.

VI. In accordance with the University’s Policy on the Recording of Lectures and Teaching Sessions, personal recordings on learners’ devices require prior consent from the members of staff involved in recording and publishing the captured materials. Only in exceptional circumstances, such as a recognised disability, will consent be given. No copying, circulating, or re-recording by students of these recordings is permitted.

VII. Students who download, copy, circulate, or edit **Reflect** recordings may be subject to disciplinary proceedings.

VIII. The University has the right to take down any recordings that have taken place without consent.

IX. Any recordings that contain personal data must be kept in accordance with the University’s Information Security Policy.

3) Access

I. The **Reflect** system is installed in all centrally timetabled and **Reflect**-equipped rooms and is available for installation on University staff computers.

II. The **Reflect** system is compatible with industry standard accessibility software to enable all students to access recordings.

III. Access to academic content in **Reflect** for students with disabilities, long term conditions or specific learning difficulties, who require note-taking, for example, is determined on a case-by-case basis by the AccessAbility Centre.

4) Archiving and re-use

I. All **Reflect** recordings made in centrally timetabled and **Reflect**-equipped rooms are available through the cloud service for the length of the programme unless clause 4.V applies. At the end of the programme recordings are archived on the third party supplier server for one year and deleted the year after that.

II. Archiving means that links to the recording will no longer be viewable through a web interface but can be retrieved.

III. Archiving takes place after the Summer resits have taken place; including captures that are being used for Distance Learning courses.

IV. The **Reflect** system will notify staff of the pending archive before the end of the academic year.

V. **Reflect** recordings for activities and events such as flipped classroom teaching, distance learning programmes and external speakers should be reviewed annually, and on request can be retained beyond the length of the programme (Refer to clause 4.I).

5) Upgrades, Maintenance Periods and Withdrawals of Service

I. The **Reflect** system is provided using a cloud service managed and maintained by the **Reflect** third party supplier (the Supplier).

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II. There are two major releases and up to six minor updates made each year. Downtime is only required for major upgrades – the Supplier strives to release these during the summer and winter breaks between terms. All releases and updates take place between 3:00am and 8:00am GMT on Saturdays. The University is unable to significantly influence the dates chosen by the Supplier for their releases.

III. Three weeks’ notice of these releases and updates are given by the Supplier. These will be communicated to staff and students through appropriate media channels.

6) Institutional Governance
   I. Overall responsibility for institutional use of and policy relating to the Reflect system rests with the LLI Management Board (LLIMB), who annually review the policy.
   II. LLIMB will monitor and evaluate the use of Reflect to ensure that it enhances the student experience and is pedagogically sound.
   III. The Learning Technologies Advisory Groups (LTAG) will advise LLIMG, on the use of and support for the Reflect system under this Policy.
   IV. The Leicester Learning Institute will lead the development of the Reflect system ensuring that it fosters a range of teaching styles and that it aligns with the latest capabilities, student and staff expectations, and the University estate.

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