



## **Kutztown University Policy GEN-006**

---

### **Audio and Video Recording**

#### **A. Purpose**

The purpose of this policy is to define the legitimate use of audio and video recordings at Kutztown University.

#### **B. Scope**

This policy applies to all individuals at Kutztown University.

#### **C. Key words and phrases:**

None.

#### **D. Policy & Procedure(s)**

Individuals at Kutztown University will respect the privacy of others at the University. The University does not condone the recording of any University activities when participants are unaware that such recordings are being made. Therefore, the audio or video recording of classes, meetings, or other conversations is prohibited, unless the recording is made with the prior consent of the parties involved or otherwise required by law, University policy, or law enforcement exemption.

Classes may be audio- and/or video-recorded by the professor or by a student in the class for personal use with the prior consent of the professor or as otherwise required by law or University policy. Class participants should generally be informed when a class may be recorded. However, professors should not disclose the identity of students recording classes under an accommodation. Class recordings by students may not be downloaded to any computer, uploaded to the Internet, or otherwise shared, transmitted, or published without the further, prior written consent of the professor and others being recorded. It is also a violation of this policy to download recorded meetings or conversations to a computer, upload them to the Internet, or otherwise share, transmit, or publish such recordings without the prior written consent of all participants.

#### **E. Effective Date**

Fall 2019

GEN-006

**F. Approved By**

Kenneth S. Hawkinson, President – June 17, 2019

**G. Last Reviewed**

August, 2019