Minerva Capture Policy

Responsible Office	Pro-Vice-Chancellor for Student Experience
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Approving Authority	Vice-Chancellor's Advisory Group
Date of Approval	19 February 2018
Effective Date	4 February 2019
Related Procedures	N/A
Related University Policies	Regulations for the use of computer facilities
Amended (if applicable)	4 February 2019
Supersedes	N/A
Next review due	February 2021

1   Purpose

The purpose of this document is to set out a policy and to provide clear guidance to all staff and students on the use of Bath Spa University's content capture system. The content capture system is intended to support and enhance the learning experience. It is not intended to be used as a replacement for face-to-face teaching.

2   Definitions

Minerva Capture (sometimes referred to as Panopto) is Bath Spa University's content capture system, which captures the audio and slide content of lectures and presentations, as well as additional material which students can then view as a learning aid. Recordings are made available through the relevant module page on Minerva – the University's Virtual Learning Environment.

3   Policy

1.   Background and Strategic Approach

1.1   The University strongly encourages the use of Minerva Capture to support and enhance the learning experience of students who are enrolled on both campus taught and distance learning/low residency courses. The use of Minerva Capture is a key part of the University's Learning and Teaching strategy as it can be used for video management, recording, live streaming, inside-video search, analytics, mobile recording and more.

1.2   Feedback from students who have been able to access recordings of sessions via Minerva is overwhelmingly positive. Students access these recordings for a variety of purposes: to aid revision; to go over points that they found difficult to understand or missed during the live lecture; to make more detailed notes, to catch up after a period of illness, etc. Non-native English speakers and students with disabilities and additional needs are some of those who have benefited from accessing these materials the most.

1.3   The University recognises that not all content is appropriate for recording, for example due to the nature of the content, if research confidentiality could be breached, or because sensitive information is divulged.

1.4   Minerva Capture is not intended to be used as a replacement for face-to-face teaching or to create an archive of material for long-term reuse, but as an additional learning resource for the students enrolled in a particular module.

1.5   Minerva Capture, or Panopto, can be used for recording and uploading content on a mobile device, via the Panopto app. This can be valuable for field work or other off-site activities where mobile devices are used.

1.6   In addition to mobile usage and in-class recording, students are able to record and upload materials, either under instruction or guidance from University staff as part of a staff-led session, or independently. Material can be uploaded to folders only visible to the student and the academic, potentially supporting formative and summative assessments, thereby enhancing student engagement and attainment.

1.7   Minerva Capture also allows material to be recorded in advance of teaching sessions, therefore providing opportunities for blended learning, flipped classrooms etc.

1.8   Minerva Capture is not a tool for managing staff performance or to support complaints about staff performance related to teaching quality. Individual members of staff can choose to use session recordings to reflect on their practice and to provide evidence of what they do, but there is no compulsion to do this.

2.   Minerva Capture Project and Resources

2.1   Minerva Capture is being introduced across the University. Each lectern computer in Commons lecture theatres and teaching rooms has been equipped with the Panopto Recorder. Five teaching rooms outside Commons on the Newton Park campus have also been fitted with this facility. This enables staff to record sessions using Minerva Capture via the VLE. The recordings capture the lecturer/speaker's voice over presentation slides or any other content that is displayed on the projector. It is intended that lectern computers in other teaching rooms across the University will be fitted with this facility in the near future.

2.2   Staff and students can also capture content in and outside teaching rooms using their personal computer, laptop or mobile devices with the use of the Panopto app.

2.3   Staff should ensure that participants are aware when a session is being recorded. Notices that could be displayed at the start of each session to help clarify this are available to download from Minerva.

2.4   Information and guidance on using Minerva Capture is available here. Training is also available from the IT trainers, bookable here.

2.5   The recordings are accessed through Minerva and are normally limited to students and staff registered on the module. Module tutors are advised to check recordings and then make them available in the appropriate area of their module in Minerva. Checking is necessary to confirm audibility and to ensure that any unsuitable (e.g. defamatory, obscene or confidential) content is removed. Any publication of defamatory or obscene material, or unauthorised recordings on external websites is unacceptable and will be subject to the University's normal disciplinary procedures.

2.6   The University retains the right to remove recorded material if it in some way infringes UK law or rights. If concerns are raised that content in some way infringes UK law or rights, the University will review the legal status of the relevant material and remove if necessary. Concerns can be raised via the IT Service Desk.

3.   Consent

3.1   At the start of each session, tutors must clarify whether the session is being recorded. During recording of session, it is the responsibility of the module tutor to advise students that their voice may be audible in the recording. If this message has been clearly stated, students who subsequently ask questions may be deemed to have consented to being recorded.

4.   Accessibility

4.1   Under the Equality Act (2010), the University has a legal obligation to ensure and promote equality of opportunity for disabled students by making reasonable adjustments to make sure that disabled students are not placed at a substantial disadvantage. These actions must be anticipatory and pro-active. In spaces where Panopto is available, staff should record their lectures/sessions, where it is reasonable to do so, when they receive a request from Student Support asking them to do so on behalf of a student with a disability or additional needs.

4.2   In venues where Minerva Capture is not available or not being used, students with certain disabilities are entitled to make an audio recording of the session with their own device on the understanding that it is for personal study use only, and after gaining permission from the tutor.

5.   Data Protection, Rights and Copyright

5.1   Recordings should not be kept in perpetuity. Recordings distributed via Minerva should be made available to the enrolled students for the duration of their course (normally three years) and then deleted.

5.2   Content captured on mobile devices should be stored, processed and destroyed in line with the University's Data Protection Policy.

5.3   Unless agreed otherwise with the University, copyright in captured sessions belongs to the University, including where material created by University staff is delivered by an external guest lecturer. The University therefore owns the copyright of any recordings made as part of a member of staff's role.

5.4   It is the responsibility of individual staff members to ensure that captured sessions do not infringe third party copyright by recording works such as images, sound recordings, film, or literary works. Unless covered by legal exceptions or existing licence agreements, staff must obtain permission or licence from the copyright owner(s) to use and record their works for online publication. Once granted, this permission or licence should be noted within the recording. Please see the online copyright guidance from the Library.

5.5   In the UK, students are also bound by copyright law and are therefore permitted to use recordings for personal study use only and may not publish them to a wider audience.

5.6   Individual staff retain performance rights in captured sessions. Recorded activities are derivative of a live event and solely intended for the benefit of students, so this material is not intended to be made available outside of Minerva. The University will need permission of individual staff members to re-use their recordings under circumstances other than their original intent.