

## ZOOM PRIVACY GUIDELINES

Recordings of class sessions are covered under the Family Educational Rights and Privacy Act (FERPA) and must NOT be shared with any third-party audience (those not registered or associated with the course-section).

If you are recording such class sessions, follow these strict guidelines:

- ⇒ Provide advance written notice to students that you intend to audio/video record course sessions. Notice may be provided via a posting within Blackboard, via email to all students in the course, or by including notice of recording in an updated course syllabus. If recording will occur on a regular basis, it is sufficient to provide written notice one time.
- ⇒ When you record a live class session, orally remind students that you are recording it and that the purpose of the recording is so students in the course (and only students in the course) can watch or re-watch past class sessions. This oral notice should be captured on the audio recording and it should be repeated at the beginning of each recorded session. Sample oral reminder: “As a reminder, this session will be audio/video recorded for educational use by other students in this course.”
- ⇒ After Zoom creates a link to your class recording, share it only with students in your class. You can do this via your **Blackboard** course. Do NOT share the class recording/link via any publicly accessible site.
- ⇒ Remind students that the recording is for their use only and **not** to be shared.
- ⇒ If access to the recordings is limited to only students enrolled in the class, FERPA does **not** limit or prevent their use and does **not** require obtaining a written consent. This allows instructors to create access for students in the class to watch or re-watch past class sessions.
- ⇒ The default setting for WKU users allows only the Zoom meeting host to Zoom-record a meeting session, although the meeting host may authorize other meeting participants to record the meeting. We advise that meeting hosts **not** allow student participants to record a Zoom meeting.
- ⇒ If there are cases where students are likely to record sessions via non-Zoom means, it's appropriate to state in the syllabus that students may **not** record on Zoom sessions on their phones (or other devices) unless they have written/email permission from faculty.
- ⇒ Please be aware of the needs of any students in your course with hearing or vision impairments who may have difficulty accessing audio/video recordings. Contact the Student Accessibility Resource Center ([SARC](#)) with any questions or for assistance in making audio/video content accessible to individuals with disabilities (e.g., adding subtitles, compatibility with screen-reader technology, etc.).

\*Adapted from Carnegie Mellon's Eberly Center.