

## **Policy on the Sharing and Distribution of Course Content**

**Category:** Academic – Students, Teaching, Faculty

**Approval:** Senate

**Responsibility:** Office of the Provost & VP Academic

**Date approved:** May 18, 2021

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### **Application/Scope**

This policy applies to all members of the University community and covers all lectures, laboratories, seminars, assignments, exams, and any other University-sanctioned learning environment (including face-to-face and virtual) in which course content is delivered.

### **Definitions**

‘Class’ in this policy means any lecture, laboratory, seminar, or other University-sanctioned learning environment in which course content is delivered.

‘Course content’ in this policy means all materials developed for the delivery of a particular course. This includes, but is not limited to, lectures, visual material, lab manuals, class discussions, assignments, and exams.

‘Faculty’ in this policy means all Trent employees with instructional responsibilities, including all instructors, workshop leaders, teaching assistants and seminar leaders.

‘Recording’ in this policy means an audio, video, photographic or any replication of some, or all, of a lecture, laboratory, seminar, or other occasion where course content is being delivered.

‘Sensitive Personal Information’ in this policy means information that identifies individuals and is subject to privacy legislation.

‘Sharing and Distribution’ in this policy means providing access to course content in any form, to non-course participants, or generally making such content accessible to others.

‘Uploading’ and ‘Downloading’ in this policy means the process of transferring course content to, or from, another device, system, or network, including but not limited to any publicly accessible website, chat group, social media, or other internet platform.

### **Policy Statement**

Sharing and distribution of any course content, other than among individual students registered in the course, is not permitted without written permission of the instructor. Material recorded belongs to the instructor and can only be used for personal study of the course in question. The University requires anyone in possession of course content to safeguard the privacy and intellectual property rights of all persons in the learning

environment. Regulations and limits surrounding the recording of class content are covered in the fair dealings section of the Federal Copyright Act.

## **Students**

- Students may use course content for personal educational purposes only. No other use of course content is permitted;
- Students are responsible for safeguarding any course content in their possession and for ensuring that it is not shared in any way that contravenes this policy;
- Any potential breach of privacy under this policy should be reported to [academicintegrity@trentu.ca](mailto:academicintegrity@trentu.ca) and will then be forwarded to the Access/Privacy Officer by the Office of the Provost & Vice President Academic;
- Students are not permitted to share course content without written permission of the instructor other than with other students registered in the course;
- Students are not permitted to upload or download course content other than for personal educational purposes.

Student breaches of this policy will be subject to the processes outlined in the Undergraduate Academic Integrity Policy, the Graduate Academic Integrity Policy, and/or Trent University's Charter of Student Rights & Responsibilities or the Policy on the Protection of Personal Information as determined appropriate by the Provost.

Nothing in this policy precludes a student from sharing course content with an officer of the University.

## **Faculty**

- Faculty may record, or have recorded, their lectures for their own use including posting recordings to the Learning Management System for student viewing;
- Faculty will ensure that all class participants are informed of the intent to record, both in the syllabus and verbally at the start of each course (see syllabus statement attached). This notification will include the purpose, use and any disclosures which will be made of the recording;
- Recordings should make every effort to only capture the faculty member/presenter and not record others in the class in a way that would allow them to be identified;
- Faculty are responsible for safeguarding any recorded course content in their possession. Any potential breach of privacy under this policy should be reported to [academicintegrity@trentu.ca](mailto:academicintegrity@trentu.ca) and will then be forwarded to the Access/Privacy Officer by the Office of the Provost & Vice President Academic;
- It is the responsibility of faculty/instructors to ensure that guest lecturers or speakers are made aware of this policy.

Nothing in this policy precludes faculty from sharing course content with an officer of the University or the Union.

## **Sensitive Personal and/or Confidential Information**

Students and faculty have a shared responsibility to safeguard any sensitive personal information that might be shared during class.

**Contact Officer:** Manager, Office of the Provost & VP Academic

**Date for Next Review:** Fall 2023

### **Related Policies, Procedures, Documents & Guidelines**

- Undergraduate Academic Integrity Policy
- Graduate Academic Integrity Policy
- Charter of Student Rights & Responsibilities
- Policy on the Protection of Personal Information
- Course Syllabus Policy
- Trent University Faculty Association Collective Agreement (Harassment and Discrimination Policy)

### **Appendix A – (appended to all syllabi)**

#### **Syllabus Notice Regarding the Sharing and Distribution of Course Content**

Students in this class should be aware that classroom activities (lecture, seminars, labs, etc.) may be recorded for teaching and learning purposes. Any students with concerns about being recorded in a classroom context should speak with their professor. If a student shares or distributes course content in any way that breaches copyright legislation, privacy legislation, and/or this policy, the student will be subject to disciplinary actions under the relevant Academic Integrity Policy, the Charter of Student Rights & Responsibilities, or the Policy on the Protection of Personal Information, at a minimum, and may be subject to legal consequences that are outside of the responsibility of the university.

### **Procedures and Penalties**

Student breaches of this policy will be subject to the processes outlined in the Undergraduate Academic Integrity Policy, the Graduate Academic Integrity Policy, Trent University's Charter of Student Rights & Responsibilities, or the Policy on the Protection of Personal Information as determined appropriate by the Provost.

Instructors will report all breaches initially to the Office of the Provost & Vice President Academic using [academicintegrity@trentu.ca](mailto:academicintegrity@trentu.ca) with a copy to their Chair or Director and Dean.

The Office of the Provost will determine under which policy or policies the breach will be handled:

- Undergraduate Academic Integrity Policy
- Graduate Academic Integrity Policy
- Charter of Student Rights & Responsibilities
- Policy on the Protection of Personal Information

It may be determined that the breach falls under more than one policy, for example any potential breaches of privacy will be forwarded to the Access/Privacy Officer for review and decision.

Following this decision, the Office of the Provost & Vice President Academic will notify the Instructor with a copy to the Chair or Director and Dean. The procedures for each

policy will then be followed to review the breach and determine appropriate penalty/penalties.

Faculty or staff breaches of this policy will be subject to the processes outlined in the relevant collective agreement.