

Guidelines and hands-on suggestions in regard to online teaching and streaming

Guidelines on KUnet:

KUnet contains information about the various teaching situations and the regulations that apply in regard to the streaming and recording of classes:

<https://kunet.ku.dk/work-areas/teaching/Pages/faq-for-teachers.aspx>

The teacher shall decide and inform the students, in relation to whether lectures are to be recorded and saved, or if lectures are to only be available for live streaming.

The teacher shall decide and inform the students whether student presentations are to be live streamed or recorded, and stored in the course room on Absalon.

The teacher agrees with the students whether group discussions between the students are streamed and/or recorded. Students who do not wish to appear on video have the right to be seated outside of the recording zone. It must be agreed whether the discussions are to be recorded or live streamed only.

Understanding the concept of online teaching/streaming:

Streaming is used as an overall term. Streaming should be understood as the opportunity to follow the teaching online – either as a "live" session or as a recorded session after the live streaming has ended.

There are four combinations:

Live streaming (no recording of the teaching)

1. Online teaching live streamed with only the teacher present
2. Online teaching live streamed with the participation - including physical attendance - of students

The teaching is recorded for later streaming/downloading

3. Online teaching recorded for streaming/downloading at a later time with only the teacher present
4. Online teaching recorded for later streaming/downloading with participation - including physical attendance - of students

Situation 1 and 3 – Only the teacher is present:

“Online Teaching live streamed with only the teacher present” and “Online teaching recorded for streaming/downloading at a later time with only the teacher present”

- If no one but the teacher appears in the recording/streaming, the teacher shall simply comply with the copyright regulation.

Situation 2:

"Online teaching live streamed with participation - including physical attendance - of students"

Please note:

- The teaching is live streamed online or through a meeting platform, e.g. Zoom or Teams.
- The teaching must not be recorded at any time during the course by either the teacher or the students. This should be clarified for the students at the beginning of the teaching.
- The link to the online teaching/meeting invitation may only be accessed by persons who are registered for the specific teaching section. Sharing the link in Absalon is recommended.
- If the teaching is mixed – meaning participation consists of both online and physical attendance - the same regulation apply.

Before teaching, please share the following information with the participants/students, e.g. in Absalon:

- Draw attention to the fact that the teaching is live streamed but that the session will not be recorded – and that it is not permitted to record during the teaching.
- Please note that links to the online teaching/meeting invitation must not be shared with anyone other than fellow students of the specific class.
- If necessary, refer to the instructions on how to turn off video/sound in the specific media that is used for the online teaching session or the meeting app.

As an introduction to the online teaching session:

Please explicitly express that the online teaching session is streamed live, and that it is NOT allowed to record this teaching session – not even "just" for your own use.

Situation 4 – sharing the recorded session inside or outside the closed group in Absalon:

"Online teaching recorded for later streaming/downloading with participation - including physical attendance - of students"

Please note that Situation No. 4 contains to different situations: 1) recording of the teaching session for later shared use in a closed group in e.g. Absalon or 2) recording of the teaching session for subsequent sharing outside of the closed group:

- 1) Inside a closed group:
 - Please see information/instructions below.
 - GDPR consent from the students is not necessary
- 2) Outside of a closed group:

- If the teacher wants to record a teaching session, and to share the recording outside of the closed group, a GDPR consent must be obtained prior to the recording, in cases where the participating students are identifiable, e.g. by their names, UCPH usernames and/or appearance.
- Please remember that if a teaching session is recorded and it is possible to identify a student, she or he may later request to be removed from the recording.
- GDPR consent is necessary if the recorded teaching is to be shared with others than the students registered for the specific course (the closed group).
- If a teaching session is to be recorded, the students shall be given the opportunity to be seated outside the recording zone. This can be done by marking a part of the room as “non-recording zone”.
- It must be possible for the students to ask questions without being a part of the recording, e.g. through implementing a chat function. This can be slightly challenging in terms of physical participation, but be creative.
- If the teacher records an online meeting, e.g. a Zoom meeting, the students must also be given the opportunity to not appear in the recording with any personally identifiable data.

Hands-on in regard to recorded online teaching for sharing within the group room (closed group) – No GDPR consent:

Before teaching, please share the following information with the participants/students, e.g. in Absalon:

- The students shall be informed that the teaching session is recorded and at a later stage will be made available for later streaming in the closed room in Absalon.
- Make the students aware that they will appear in the recording, unless they are seated in the “non-recording sections” or to make themselves anonymous during meetings in the meeting app.
- Make the students aware that they are not allowed to share the recorded teaching session with others outside of the closed group room in Absalon.
- Kindly give the students the following information in e.g. Absalon:
 - The recording will be made for educational/pedagogical purposes (*wording to be changed if the teacher in another way will justify the recording of a lecture*) (purpose).
 - Non-recording areas will be marked the following way: *[describe]*
 - The recording will be shared with the following group of people: *[e.g. students enrolled on the course xx]*
 - It is not permitted to download the recording but the recording can be accessed on *[Link]*.
 - The recording will be saved in Absalon in accordance with KU privacy policy and will be deleted when the course ends.
 - The recording is done in pursuance of Section 6 (1) (c) and (e) of the Danish Data Protection Act and Sections 1 and 18 of the Danish University Act.

- You may read about the UCPH Privacy Policy
here: <https://informationssikkerhed.ku.dk/persondatabeskyttelse/privatlivspolitik>

Begin the lecture with the following:

- Before the beginning of the lecture, please inform the students of the above stated information given in Absalon – identical with the above information:
 - The recording will be made for educational/pedagogic reasons (*wording to be changed if the teacher in another way will justify the recording of a lecture*) (purpose).
 - Non-recording areas will be marked the following way: *[describe]*
 - The recording will be shared with the following group of people: *[e.g. students enrolled on the course xx]*
 - It is not permitted to download the recording but the recording can be accessed on *[Link]*.
 - The recording will be saved in Absalon in accordance with KU privacy policy and will be deleted when the course ends.
 - The recording is done in pursuance of Section 6 (1) (c) and (e) of the Danish Data Protection Act and Sections 1 and 18 of the Danish University Act.
 - You may read about the UCPH Privacy Policy
here: <https://informationssikkerhed.ku.dk/persondatabeskyttelse/privatlivspolitik>

Hands-on in regard to recorded online teaching for sharing outside of a closed group – a GDPR consent is necessary:

Before teaching, please share the following information with the participants/students e.g. in Absalon:

- The students shall be informed that the recorded teaching session is recorded and at a later stage will be made available for streaming/downloading.
- Inform the students that in participating in the teaching session, they are consenting to appear with the picture/sound of the recorded session and consent to the recorded session being shared outside the closed group room. If they do not want to consent to this, they shall be seated in the “non-recording zone”. It is important that UCPH can document that this consent notice has been given – before and during the teaching session – in order for the consent to be considered valid.
- Kindly give the students the following information in e.g. Absalon:
 - The recording will be made for educational/pedagogical purposes (*wording to be changed if the teacher in another way will justify the recording of a lecture*) (purpose).
 - Students seated in the recording zones consent to being a part of the recorded session and to their personal data being processed in accordance with the described purpose.
 - Non-recording areas will be marked the following way: *[describe]*

- The recording will be shared with the following group of people: *[e.g. students enrolled on the course xx, other groups of people, people downloading from [link] etc.]*
- The recording can be accessed and downloaded on *[Link]*.
- The recording will be saved in accordance with KU privacy policy and will be deleted no later than *[date]*.
- The recording is done in pursuance of Section 6 (1) (c) and (e) of the Danish Data Protection Act and Sections 1 and 18 of the Danish University Act.
- If a student wants to withdraw their consent, please contact: *[contact details]*
- You may read about the UCPH Privacy Policy here: <https://informationssikkerhed.ku.dk/persondatabeskyttelse/privatlivspolitik>

Begin the lecture with the following:

Before the beginning of the lecture, please inform students of the same information given in Absalon – identical with the information stated above.

- The recording will be made for educational/pedagogical purposes (*wording to be changed if the teacher in another way will justify the recording of a lecture*) (purpose).
- Students seated in the recording zones consent to being a part of the recorded session and to their personal data being processed in accordance with the described purpose.
 - Non-recording areas will be marked the following way: *[describe]*
- The recording will be shared with the following group of people: *[e.g. students enrolled on the course xx, other groups of people, people downloading from [link] etc.]*
- The recording can be accessed and downloaded on *[Link]*.
- The recording will be saved in accordance with KU privacy policy and will be deleted no later than *[date]*.
- The recording is done in pursuance of Section 6 (1) (c) and (e) of the Danish Data Protection Act and Sections 1 and 18 of the Danish University Act.
- If a student wants to withdraw the consent please contact: *[contact details]*
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