



Lecture Capture Video Recordings and Files Retention Policy

St. John Fisher College uses lecture capture for classes offered to the campus community and provides support for content stored within the Lecture Capture platform.

Scope

This policy serves as a reminder that the Lecture Capture system is owned and operated by the College. It is provided for the sole purpose of advancing the College's mission and goals. As such, the cost and management of the Lecture Capture system are undertaken and governed by the College. This policy supports the management of costs related to this service such as ongoing support, usage, and storage capacity. Ownership of created materials is governed by the intellectual property agreement available on the Provost's page:

<https://www.sjfc.edu/media/about/leadership/provost/documents/IntellectualPropertyPolicy.pdf>

Data Purging and Record Retention

Lecture Capture assets (video, text, files, photos, etc) will be available and accessible to students and faculty for two years through the current lecture capture platform. Due to finite resources, the College has the right to restrict the amount of user space as necessary. Users who retain assets on the system for a period of more than two years will be notified by OIT with a listing of assets that will be affected by an impending deletion date. Content deleted by users will be permanently deleted after six months. In special-use scenarios, where an asset is frequently used or consistently reused, an extension may be granted. Please contact OIT for extension requests.

Notice will be given via email to users of an associated asset before it is permanently deleted.

Due to the complexity of sorting through assets originating from predetermined scheduling scenarios, such as schools or classes where all meeting times are captured for a semester, they will be excluded from the notification protocol. Please contact OIT for extension requests.

It is expected that important assets will be backed up or a copy be downloaded locally by the user for safe keeping. Drive File Stream (Google Drive) is an acceptable storage location for video assets:

<https://sjfc.teamdynamix.com/TDClient/KB/ArticleDet?ID=49040>

Faculty/Staff Departures

When a Faculty/Staff member leaves the college a work order will be created, assigned to an OIT Support Services Technician. The technician will review and contact supervisor and/or department for direction regarding retention of video assets for departed employees.

Lecture Capture System

The Lecture Capture Video system consists of 4 parts:

- Physical hardware capture appliances which reside in various locations on campus.
- Screen capturing software which can be installed on college and personally owned computers.
- The servers which encode, transcode, and deliver content and reside in the College's data center.
- The Web application for management and distribution of video content, images, files, and data.

Lecture Capture Capable Classrooms

Lecture Capture capabilities are available in select classrooms on campus. Each of these classrooms has access to a physical capturing appliance, a Pan/Tilt/Zoom camera, and integrated microphones located in the classroom. A list of rooms that have Lecture Capture capabilities is listed online:

<https://sjfc.teamdynamix.com/TDClient/Requests/ServiceDet?ID=20077>

Recording Availability, Requests and Scheduling

Classroom recordings can be pre-scheduled to start, stop and upload to the server automatically. Classrooms recordings can also be started Ad Hoc by the instructor from within the classroom. Uploaded recordings can drop directly into a predetermined Library for automatic or later distribution.

Support

OIT provides support for the training, scheduling, recording and delivery of the Lecture Capture system and content. OIT does NOT provide editing or video production support.

Account Creation and Access

Lecture capture content can be accessed by Faculty, Staff, and Students using their network credentials. Content can be accessed on the Lecture Capture server via a computer, tablet, or mobile device. This content can be either open and publically available or secured via network authentication. At this time, name changes do not automatically transfer to the Lecture Capture system. Users with a name or username change should contact OIT to manually update their account.

Privacy and Right of College Access

While the College will keep Lecture Capture usage secure, privacy is not guaranteed. As explained in the College's Appropriate Use Policy, under certain circumstances, it may be necessary for OIT staff or other appropriate College officials to access secure content on the College's Lecture Capture platform; these circumstances may include, but are not limited to, maintaining the system, investigating security or abuse incidents, or investigating violations of this or other College policies.

Data Backup

The College's Lecture Capture system is backed up on a regular basis as a way of recovering from a systemic loss impacting the entire system. While in some cases it may be possible to recover from the accidental deletion of a specific file, this is generally not feasible, and therefore each user is responsible for keeping a local backup of their recordings as appropriate. Drive File Stream (Google Drive) is an acceptable storage location:

<https://sjfc.teamdynamix.com/TDClient/KB/ArticleDet?ID=49040>

User Responsibility

OIT maintains the College's Lecture Capture system. Per the College's Appropriate Use Policy faculty, staff and students are expected to manage their accounts appropriately. Sharing of passwords is strictly prohibited. Each individual is responsible for his/her account, including the safeguarding of access to the account, ensuring that content placed by them or on their behalf complies with the College's copyright policy and applicable copyright law. It is the responsibility of that the user to ensure compliance with these guidelines.