ACL Digital Recording of Teaching, Learning and Assessment Policy 2025/26

Title	ACL DIGITAL RECORDING OF TEACHING, LEARNING AND ASSESSMENT POLICY
Responsible Group	ACL Senior Leadership Team
Author	Vice Principal Quality and Compliance
Intended Audience	All ACL Staff, and learners. The term learners is inclusive of apprentices
Status	Live
Version	1
Last Review and Approval	August 2025
Approved By	ACL Senior Leadership Team
Next Review	July 2026
Original Date of Acceptance	June 2021
Changes Made	
Stored Location	Master Copy on ACL Teams/ACL Essex/Line Managers ACL Website (service users) ACL Staff Portal (staff)

Changes Made and Date	.

Our Vision
Giving Essex residents the opportunity to be the best they can be and achieve their goals.

Our Mission
To provide a high-quality learning offer that makes a positive difference to the lives of residents and businesses of Essex.

Our Values

Inclusion:
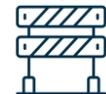Treating each other with respect and kindness and embracing the diversity of our communities.

Respect:
Being kind to each other, acting with integrity and being considerate of each other's feelings.

Inspiring:
A sense of purpose and responsibility, to create positive change.

Ambitious:
Helping colleagues and learners to realise their potential and overcome barriers to reach their goals.

Sustainable:
Making green choices so that we leave a smaller impact on our environment now, and don't compromise future generations.

Collaborative:
Pulling together as a team so everyone can learn and succeed.

Introduction

The digital recording of live online sessions is where methods for recording audio and/or video for teaching, learning and assessment activities are used. Digital recordings compliment the delivery of core teaching and learning activities, and when required can be a socially distanced version to classroom-based teaching activities.

The digital recording of live online sessions enables all learners to be supported in any teaching activity which a tutor delivers through online sessions using ACL M365 Teams. Suitable sections of the session, e.g. those focussed on content delivery such as presentation material and lectures without learner may be recorded. Automatic messaging on Teams will notify learners when a session is being recorded.

This will enhance the learner experience by providing recordings that serve as a useful learning resource and provide the following benefits:

- support those unable to attend the live session

- provide an aid to revision, consolidation, personal study, and assessment.

- support innovation in the curriculum with opportunities to explore different pedagogic approaches and a blended curriculum.

- support learners for whom English is not their first language

- support learners to access materials for consolidation after the session

- deliver content in keeping with ACL's commitments to inclusive practice, enabling a rich learning environment, flexible learning and meeting accessibility requirements.

Method of Implementation

Informing learners that a recording is taking place.
It is essential that any learners included in digital recordings of live sessions will have signed a pre-course declaration stating they are happy for this to take place for the duration of the course. This is on the enrolment form.

Before any recording can take place, the tutor must inform all attendees that the session is being recorded, for what purpose it is being recorded, what element of the session is being recorded, and how and when it will be available.   This can be one or more of the following, as appropriate based on the needs of learners: -

- Written information provided to learners in advance of the digital recording, for example via email.
- An announcement made at the beginning of the session to advise that recording is taking place. This may be on a presentation slide with a statement such as:

"We are recording this session to enable all learners to benefit from this session, including those who are unable to attend. The recording will only be available to those learners who would usually attend this session and thereby enable them to access the learning and

teaching material. All learners who are being recorded have provided their informed consent to the tutor prior to this session."

- Learners have information about who they can contact in ACL if they have a concern about being included in any recording. This will be the curriculum lead for that area, or in their absence the curriculum and learning manager for that area.
- Should a learner have a concern regarding the publication of digitally recorded content, these should be considered prior to making available to others.

GDPR

Any Personal Data held in recorded content will be processed in accordance with the General Data Protection Regulation (GDPR) 2016, Data Protection Act 2018.

ACL tutors delivering teaching that is digitally recorded to consider the following:
- whether sessions could be structured so that discussions likely to involve any sensitive content, or large group participation takes place after recording has been turned off.
- breakout rooms which are not recorded can be used for activities that involve learner discussions/feedback so that session slides with a tutor led presentation can be made available separately.

Copying and distribution of digital recordings

This may only be done in accordance with this policy. Recordings may only be made available to learners for educational purposes unless required to:
- investigate where a safeguarding concern has been raised and there is a need for the recording to be viewed by the Safeguarding Lead or deputy,
- provide evidence during external moderation of learners work for quality assurance purposes.

Where a recording needs to be downloaded from Teams this must only be done on an ECC device.

- The recording is only available to the group of learners who are scheduled to attend the session and only until the end of the module or course.
- The inappropriate use of recorded material by staff or learners will be a disciplinary matter
- Recordings of ACL teaching and learning activities by ACL staff are not to be made publicly available ie the web, YouTube, Social media or other publicly available platforms.
- A staff member who becomes aware that a recording may contain false, defamatory or copyright-infringing material should immediately notify their line management.
- The course tutor, their line manager and other nominated roles will be able to delete the files when needed.
- Tutors must comply with their contract of employment and ECC guidance on Intellectual Property, including live streamed and recorded content.

- It is the responsibility of individual tutors to ensure that their use of third party copyright-protected material within teaching and learning activities adheres to statutory copyright law.

Editing, Storage and Retention
- Recordings will only be made available through approved ACL platforms to ensure access is only for authorised staff members and students.
- Digitally recorded teaching and learning content should be made available to the intended audience at a time and frequency that meets the learning outcomes of the course. All recordings are automatically deleted after a period of 90 days in line with Microsoft's policies. Exceptions to this must be approved by the Learning Technologies Manager.
- ACL will withdraw a recording at any time if concern is raised due to potential infringement of copyright, data protection, any other potential legal issue, or public exposure of commercially sensitive information.
- Recordings must be kept in accordance with the Data Protection Act 2018 (stored securely and destroyed at the end of the module or course).
- Any recordings or photographs taken on ACL devices which are not password protected must be deleted before the device is returned to the centre or will be removed without notice.
- Recordings are only available to learners whilst registered on their course of study at ACL.

Monitoring and Evaluation

Ethical Use of AI

- Session visits to learning environments
- Audit of learner declarations
- Audit of saved recordings for each course

Related Policies

ACL Online Safety and Computer Use Policy
ACL MS Teams Policy
ACL Safeguarding Policy
ECC Audio Visual Media Meeting Guidance

Stored Location

Public Access
Staff Access