Guidelines for Online Classes: Recording and Camera Use

Conducting classes and meetings online has become commonplace. Doing so has some clear advantages: classes and meetings may be more accessible in an online format, and accommodations to individual users' needs are possible. At the same time, online meeting formats bring with them some privacy concerns.

Below, we offer guidelines on good practices for online classes that use Zoom, Google Meet, or similar platforms. We suggest checking with students, particularly international students, about which platforms are accessible in their location.

Recording classes: Anyone intending to record a class or meeting should clearly inform participants of this intent. Recording a class is not required by the Institute (except in the case of a disability-related accommodation), but is permissible. We ask that the following guidelines be observed.

1) The faculty member running a class or meeting should always inform those participating that the class / meeting will be recorded. Written consent, however, is not needed.

   Faculty should make clear their intention to record part or all of a course at the beginning of the course. If a student does not wish to be recorded, it may be possible for faculty to accommodate the student's wishes and still accomplish the work of the course. If it is not, the student should have the option of not taking the class, and should be able to make that decision in time to drop the class and add another.

2) Faculty should share meeting links to classes via a course syllabus that is housed in Canvas or Moodle. This way only students with OneKey access to the syllabus will be able to access the meeting link for a class.

3) Only the faculty member teaching the class (the host) should have permission to record the class. The faculty member should ensure the "record" function is not enabled for anyone else.

Recorded classes should not be shared with anyone who is not a member of the class (except professional captioners). It is acceptable to ask students to agree to this condition either verbally or in writing.

Please keep in mind that Pratt has options other than Zoom and Google Meet for the creation of long-term, re-usable resources.

Camera use:

1) All students should be encouraged to use the Zoom background feature, if the class is on the Zoom platform. This protects the student's privacy.

2) While faculty may prefer that students have their cameras on during class, students should not be required to make their faces visible on camera. Asking students to show their work or a working process on camera, for pedagogical purposes (ie for instructional purposes, for critiques) is permissible. Doing so should not require the student's face to be visible.