

Melbourne Rudolf Steiner Seminar Ltd

ABN 78 081 055 110 RTO 3948 CRICOS Provider 01812M VET Student Loan Provider: 7052

Advanced Diploma of Rudolf Steiner Education

Course code: 10825NAT, CRICOS course code 107755A



CLASS RECORDING AND CONFIDENTIALITY POLICY

Background

The Melbourne Rudolf Steiner Seminar (the Seminar) aims to provide students with the most favourable teaching and learning environment—emphasising academic and experiential learning, personal development, and community building to create an effective learning community in the classroom. To this end, sessions are conducted by different methods: lecture, large and small group work, handwork/art activities, movement, online delivery and intensives.

Purpose

Whilst some formats of teaching delivery are not conducive to recording, for full-time and part-time online courses it is necessary to make a video and audio recording of the sessions for students to refer to in case of absence or review. It may also be necessary in rare cases for a student to require a recording to accommodate a special need or language difficulty.

Policy

This policy manages the class recordings in the same manner as course materials developed by tutors. Tutors own their work which includes the course materials they develop. This policy seeks to preserve a balance between the intellectual property rights of the tutor, the privacy rights of the students present in the classroom and the educational goals of the Seminar which include a free and uninhibited exchange of learning and experience between tutors and the students.

Permission and Consent

Part-time and full-time online students agree to being recorded by a notification when they enter a Microsoft Teams classroom session.

Students who require recording or other adaptations of sessions that are not typically recorded as a reasonable accommodation for a disability should contact the office of the

Seminar in advance of the session in order to obtain permission from staff and other students for individual recording. Every effort will be made to protect the confidentiality of a student with a disability who is being granted an accommodation.

The recording of a classroom session, that the Seminar grants a student permission to, is limited to the student's own personal use and for educational purposes only. Downloading such a recording to a computer or other electronic device, distributing the recording to any other person, or using the recording for any purpose other than the student's own personal education is prohibited unless written permission is obtained from the Seminar and the students participating in the recording.

Students are not permitted to record classroom sessions using personally owned recording devices (e.g. iPad, video/camera phone, digital recorder, etc.) unless permission is obtained from the Seminar in advance and there are no objections from any of the students in the class.

Use of the Video or Audio Recording

A recorded classroom session may not be used for any purpose except to meet the educational objectives of Seminar students and may not be reproduced, transferred, distributed, or displayed in any public or commercial manner. An audio or video recording of a tutor's session that includes student participation may only be used by Seminar students for their personal educational benefit.

A recorded session that includes student participation may not be used, shown or distributed to any other individual or group without the express written permission of the tutor, every student enrolled in that class, and the Seminar.

Unauthorized downloading, file sharing or distribution of all or any portion of a recorded classroom session is deemed a violation of this policy.

Confidentiality

This policy is to be read in association with the Seminar's *Privacy Policy*

Publication

The policy will be publicly available on the Seminar's website.