



Online and Recorded Classroom Policy

Pepperdine University allows audio and video recording of online and in-person class meetings and course activities by the professor or on behalf of the professor for academic purposes. This policy addresses privacy and intellectual property concerns specific to online and/or recorded classrooms. Other University policies, including but not limited to the Student Records Policy, Copyright and Patent Policy, Student Accessibility Policy, Computer and Network Responsible Usage Policy, and the Student Code of Conduct remain applicable in online and/or recorded classrooms. Additionally, Pepperdine maintains its commitment to academic freedom in online and/or recorded classrooms. Exceptions to this Policy may be made by the University as it deems necessary.

1. If a class is online or recorded, the sessions may be recorded by the professor using the Zoom recording feature or another video recording application for instructional purposes. Attendance in the class during online and/or recorded sessions implies consent to the recording of those sessions. If a student does not wish to be recorded, they must notify the instructor to see if other arrangements can be made.
2. In order to safeguard the privacy of all students and faculty in online or recorded classrooms, no individual may record, reproduce, screenshot, photograph or distribute any video, audio, or visual content from an online or recorded course. This restriction applies to, but is not limited to, live online sessions, recorded lectures, live discussions, and discussion boards. The only exceptions to this policy are the instructional recordings referenced above and screenshots that faculty may take to verify attendance or participation. These instructional recordings and screenshots may not be shared or used for any other purpose. Any violation of this policy may subject the individual to disciplinary and/or legal action.
3. All class lectures and materials provided in academic courses, including but not limited to, pre-recorded and live lectures, live discussions and discussion boards (and recordings thereof), posted course materials, visual materials that accompany lectures/discussions, and virtual whiteboard notes (collectively "Course Intellectual Property") remain the intellectual property of the faculty member or other third-parties. No individual may record, reproduce, screenshot, photograph, or distribute any Course

Intellectual Property in partial or full-format without the permission of the professor. Any violation of this policy may subject the individual to disciplinary and/or legal action.

For inclusion on course syllabi, please include the following language:

This class may be recorded for academic purposes. Class recordings may not be reproduced or shared without permission. All class materials including course recordings remain the intellectual property of the faculty member or other third-parties. Please read the University's Online and Recorded Classroom policy available on the Provost's website.