IPP

KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES
INTERNAL POLICY AND PROCEDURE

NUMBER	: **COD-IT - 006**
TITLE	: **College of Dentistry – Lecture Recording Policy**
ORIGINATING DEPT	: **College of Dentistry – Information Technology**
ORIGINAL DATE	: **28 Jan 2019**

1. PURPOSE

To improve quality of education and increase students' knowledge, learning and clinical education. College of Dentistry is recording all lectures to make it available for student's view through learning management system and to create a resource that can be used for an educational purpose.

2. STATEMENT

This policy establishes to illuminate for faculties and students that presentation, recorded lectures and clinical procedures recordings are under the ownership of College of Dentistry.

3. APPLICABILITY

This policy applies to all the staff (faculty and non-faculty), students, those who are accessing College of Dentistry curriculum.

4 DEFINITONS

KSAU-HS	King Saud bin Abdulaziz University for Health Sciences.
COD	College of Dentistry
EDUTECH	Corporate Educational Technology Services
ITS	KSAU-HS - Information Technology Services.
IT	COD - Information Technology.
USERS	Students, Faculty, Staff
ETP-A	Educational Technology Policy –Approved

5 RELATED REFERENCES

5.1 Lecture Recording Policy - *ETP-A -37-1*, 30 March 2013.
5.2 FORM A - 57 POLICY 37-1, Waive Lecture Record Request Form

6 POLICY

6.1 COD supports the in-class lectures and clinical procedure recording to auxiliary teaching to engaging students in their learning.

6.2 COD will record each lecture / Presentation or clinical procedure as requirement during main stream dental curriculum activities. Recorded lectures will be available for students' views as soon as possible after the lecture is delivered.

6.3 The session can be any didactic or practical educational activities or events. Which will be conducted in/for the college. COD-IT will record the session in audio or video format and to make available for students' views.

6.4 COD recorded lectures or clinical procedures are accessible by current academic year enrolled COD students, along with the faculty, block coordinators and administering the blocks and courses. Moreover, recorded lectures and clinical procedures will be maintained on secured servers for four years.

6.5 With reference to point 5.4 and 5.5 from Edutech ETP-A-37-1, Faculty who does not wish to have lectures recorded need to fill the "COD Waive Lecture Record Form" must be approved by COD Dean and submit to COD-IT (1) week prior to the lecture date.

6.6 With reference to point 5.6 from Edutech ETP-A-37-1, female faculty who does not want to appear in video, only "voice-over-PowerPoint" (VOP) will be recorded for her.

6.7 College of Dentistry strictly prohibits copying or redistribution of recorded lectures or clinical procedures. College of Dentistry maintain copyright ownership of their lecture or clinical procedures.

6.8 COD-IT will maintain all COD recorded materials. All recorded material can't be shared with any COD/KSAU-HS individual or organization within or outside the COD without prior written permission from the COD Dean.

6.9 COD will take reasonable measures to prevent the inappropriate use of recorded materials including learning management system or recorded lectures are published on lecture recording portal. COD strictly prohibits to download any recorded materials. Sharing or posting any recorded materials without appropriate approval will be considered as a violation of policies implemented by COD and Edutech, KSAUHS.

RECOMMENDED BY:

ENGR. AMIN AL AWAD
IT Manager
College of Dentistry, KSAU-HS

APPROVED

DR. ALI AL EHAIDEB
Dean,
College of Dentistry, KSAU-HS

LECTURE RECORD WAIVE REQUEST FORM
College of Dentistry

Admin Assts. ☎ 4299999 x 95763/95760 Fax 🖷 8011111 x 14010 Mail Code ✉ 1243 E-mail 🖥 cod_cln@ksau-hs.edu.sa P.O. Box 🕮 22490, Riyadh 11426

FACULTY INFORMATION	
NAME:	DATE:
BADGE:	ACADEMIC TITLE:

WAIVE REQUEST
LECTURE TITLE:
LECTURE DATE:
LECTURE TIME:
JUSTIFICATION:

NAME	SIGNATURE

ASSOCIATE DEAN'S APPROVAL			
NAME	SIGNATURE	BADGE NO	DATE

DEAN'S APPROVAL			
NAME	SIGNATURE	BADGE NO	DATE

FOR COD - INFORMATION TECHNOLOGY SERVICES USE ONLY

COD - IT SERVICES APPROVAL	
☐ APPROVED	☐ DISAPPROVED
COMMENTS:	

ENGR. AMIN AL AWAD NAME & SIGNATURE	IT MANAGER POSITION & TITLE	18372 BADGE NO	DATE

REQUEST STATUS			
COMPLETED BY	SIGNATURE	BN	DATE

COMMENTS:

☛ Note: This form must be submitted 1 week prior to the lecture date

King Saud bin Abdulaziz University

for Health Sciences

جامعة الملك سعود بن عبد العزيز

للعلوم الصحية

Corporate Educational Technology Services

Ref: KSAU-HS-EDUTECH/316/2013   ☎ - 51165 📠 - 3114   ✉ edutech@ksau-hs.edu.sa
Date: 24 April 2013/ 14 Jumada Al Akher 1434H   📠 - 2520088 - 41014   🌐 http://www.ksau-hs.edu.sa/

MEMORANDUM

To: **HE Dr. Bandar Al Knawy**
            President, KSAU-HS

Through: **Prof. Youssef Al Eissa**
            Vice President, Educational Affairs, KSAU-HS

From: **Engr. Ali Al Hadwer**
            Director Corporate, Educational Technology Services, KSAU-HS

Subject: **Approval Request for Lecture Recording Policy**

Your Excellency, we would like to inform you regarding our new Lecture Capture Service and delivery for the KSAU-HS Community. These recorded presentations and lectures will be accessible from anywhere at any time only for our faculty and students through the Blackboard system.

To ensure the proper use of the recorded materials, copyright and users' privacy protection, we would like to request your kind approval for the attached **ETP-A-37-1 Recording Lectures Policy.**

Thank you,

Attachments: ETP-A-37-1 Recording Lectures Policy
            Form A-57 Waive Lecture Record Request Form

/hj/

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EduTech
Corporate Educational Technology Services

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Subject:	Waive Lecture Record Request Form				

WAIVE LECTURE RECORD REQUEST FORM

FACULTY INFORMATION

NAME:	DATE:
ACADEMIC TITLE:	BADGE NO:
TEL:	PAGER:

REQUESTER SIGNATURE:

JUSTIFICATION ("Please state the reason why you do not want your session recorded")

AUTHORIZATION

Department Head Name	Signature	Badge No	Date

DEAN's APPROVAL

Name	Signature	Badge No	Date

FOR CORPORATE EDUCATIONAL TECHNOLOGY SERVICES USE ONLY

DIRECTOR APPROVAL

☐ Approved	☐ Disapproved
Comments:	

Name: Date: Signature

☛ **Note: This form must be submitted 2 week prior from lecture date**

Lecture Recording Policy

1.0 DEFINITIONS

KSAU-HS; University	King Saud bin Abdulaziz University for Health Sciences
EDUTECH	Corporate Office of Educational Technology Services
IT	Information Technology
LMS	Any Learning Management Systems, Including Blackboard
VOP	Voice-over-Power-Point (VOP)
Content Administrator	The College/Department assigned LMS administrator.

2.0 PURPOSE

2.1 This policy aims to set a user agreement between EduTech as a service provider and the KSAU-HS Community as a service user.

2.2 The policy organizes the lecture recording service, and ensures quality of service, user's privacy protection, and control of recorded contents, copyright and access.

3.0 SCOPE

This policy applies to all KSAU-HS Faculty, Students, and staff. It also includes the educational contents, service provided, and the technology used to fulfill the service.

4.0 REFERENCE

KSAU-HS Blackboard System Use Policy
Form A- 57 Waive Lecture Record Form

5.0 POLICY

5.1 EduTech is responsible to provide recording services for lectures, presentations, and special events. The service can be requested as per the set up procedure for this purpose.

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5.2 EduTech might record and broadcast each and every lecture, presentation and special events without users' prior notification.

5.3 EduTech supporting staff who are available at the recording venue must inform the presenter and attendees that a recording will be in process.

5.4 If any lecturer does not want to have a particular lecture recorded and/or uploaded to the LMS, he/she must fill the "Waive Lecture Record Form".

5.5 The "Waive Lecture Record Form" must be approved by the College Dean or Department Director. The form should be submitted to EduTech, KSAU-HS, one (1) week prior to the intended lecture date.

5.6 Female Lecturers who don't want to appear in the recorded presentation must request to have their lectures recorded as "voice–over-PowerPoint" (VOP) presentations.

5.7 VOP recorded lecturers are not visible; rather it offers only the voice recording. The VOP presentation will be posted for viewing only through KSAU-HS LMS.

5.8 Recorded lectures will be made available only for the course enrolled students and faculty members. It is the responsibility of the Content Administrator at every College/department to make sure that only enrolled students and faculty can see a course's contents.

5.9 Those Female Lecturers who still wish to waive the recording must follow the same process mentioned in 5.4-5.5.

5.10 Only Students and Faculty who have password access to the LMS course content will be able to see the recorded lectures / presentations. Users who are granted access to contents they are not entitled to see or use must inform the College's/Department's content administrator immediately.

5.11 The recorded lecture/presentations files are played and viewed directly through KSAU-HS LMS. As a condition to access the Learning Management System, approved users agree to not capture or reproduce any part of the lecture recording.

5.12 Downloading the recorded lectures/presentations from the KSAU-HS LMS is strictly prohibited.

5.13 Any alleged violation of the agreement will result in a professional conduct investigation and appropriate action.

Revision #:	2.0	Supersedes:	1.0	Date:	24 Apr 2013

Corporate Educational Technology Services

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6.0 REVISION HISTORY

Date	Revision #	Description of Change
4th March, 2013	1.0	Initial Creation
24th April, 2012	2.0	Final review and Approval

7.0 INQUIRIES

Direct inquiries about this policy are to be forwarded to:

Corporate Office of Educational Technology Services
Tel: +966-1-8011111 Ext. 51165
E-mail: edutech@ksau-hs.edu.sa
Internal Mail Code: 3114
King Saud bin Abdulaziz University for Health Sciences

8.0 APPROVAL

Engr. Ali Al Hadwer
Director Corporate, Educational Technology Service
King Saud bin Abdulaziz University for Health Sciences

Prof. Youssef Al Eissa
VP, Educational Affairs
King Saud bin Abdulaziz University for Health Sciences

Dr. Bandar Al Knawy
President,
King Saud bin Abdulaziz University for Health Sciences