The University of Colorado School of Medicine Policy on Recording and Posting Medical School Lectures

As part of the ongoing effort to increase student knowledge, learning, and to provide outstanding educational programs, the University of Colorado Medical Degree Program ("UC SOMD") has determined that the need exists for recording of in-class lectures during the blocks and courses of Phases I - IV of medical curriculum. These are intended for exclusive use by the students enrolled in the block or course at the time of the recording along with the faculty and directors charged with delivering the lectures and administering the block or course at the time of recording. Individuals other than the intended users must receive permission from the lecturer to access a recording.

In accordance with Policy 5-K of the University of Colorado Board of Regents, entitled “Policy on Intellectual Property that is Educational Material”, faculty members of the University of Colorado (“UC”) maintain copyright ownership of their lectures. UC records the lecturers and therefore maintains ownership of the recorded lecture, assumes responsibility for improper use or distribution of the recordings, and will use recordings in accordance with this policy.

The UC SOMD policy for digital audio or video recording of university lectures is as follows:

1. UC will record each lecture given during the medical curriculum. These are intended for exclusive use by the students enrolled in the block or course at the time of the recording along with the faculty and directors charged with delivering the lectures and administering the course at the time of recording.
2. Lecturers will be contacted with information about the recording policy and provided with an opt-out form at least one week prior to their scheduled lecture(s). Faculty who have multiple lectures in a block or course may specify different terms for different sessions. Faculty who do not wish to be audio or audio/video recorded must submit the “University of Colorado Form “Denial of Authorization to Record and Post Lecture(s)” to the UC SOMD curriculum office at least 48 hours prior to the lecture(s). Absent the lecturer’s express revocation of permission, in writing, UC assumes that the faculty member agrees to the policy that their lectures may be recorded without additional authorization.
3. Recorded lectures will be posted on the university’s secure website coursecast.ucdenver.edu as soon as possible after the lecture is delivered. Lecturers will have one week thereafter to ask that portions of the lecture be edited.
4. The recordings may only be accessed through the secure university-controlled web site coursecast.ucdenver.edu. UC will take reasonable measures to prevent the inappropriate use of such recordings by individuals with access to the web site on which the recorded lectures are posted, but cannot guarantee against possible misuse.
5. All users of the recordings (students, faculty and block or course directors) must agree to the terms and conditions of this policy prior to web site access. The lecture and any information contained in the recorded lecture are protected under copyright laws and may not be copied, displayed, broadcast or published without the consent of the lecturer and without giving proper attribution to the lecturer. This prohibition includes placing the recording on any web page or the Internet for use by, or access to, any person, including the student. In addition to any legal ramifications, misuse of recordings will be considered unprofessional behavior and appropriate disciplinary action will be taken according to UC SOMD policy and procedures.
6. The recorded lectures will be maintained on the university servers for up to four years, with materials accessible exclusively to the students enrolled in the course at the time of the recording along with the faculty and directors charged with delivering the lectures and administering the block or course at the time of recording.
7. According to copyright policy, lecturers maintain ownership of their original lectures and may use them as they wish. UC will maintain the routine recordings of these lectures. No recorded lecture material, university maintained or otherwise, may be shared by UC with any individual or organization within or outside the UC without prior written permission from the lecturer. Recordings are for educational use only and are to be considered confidential.
8. Materials used in lectures may be subject to copyright protection. The university provides the following resources to users of recorded materials:
   a. https://www.cusys.edu/ip/copyright/
   b. https://hslibrary.ucdenver.edu/copyright
The University of Colorado School of Medicine
Student Acknowledgement
Medical School Policy on Recording and Posting Recorded Lectures

The University of Colorado School of Medicine records in-class lectures and makes them available for academic purposes to currently enrolled students pursuant to the Policy on Recording and Posting Recorded Lectures. My signature below serves as an acknowledgement that I have read and understand this policy. I understand that recording, copying, distributing, sharing or any other unauthorized use of lectures is considered unprofessional behavior that is strictly prohibited and that engaging in these behaviors may be cause for disciplinary action up to and including dismissal from UC School of Medicine. I further understand that in addition to UC SOM consequences, there may be legal ramifications associated with copyright infringement associated with violation of this policy by its users.

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Name (Print)

________________________
Signature

________________________
Date

Please sign and return this page by August 1, 2012 to Sean Spellman at the following address:

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