

LMC Guidance on Cameras During Live Session Classes

Schedule of Classes

There is a need for consistent language and clarification for students on the schedule, with “comments” such as the examples below. In addition, comments should include other requirements as necessary, such as: technology (ex: webcams, mics), online proctoring, and materials pick-up dates. All classes must describe technology requirements per the Office of Instruction Scheduling Instruction document.

Cameras During Live Sessions

Adapted from [“Legal Opinion 2020-12: Online Class Cameras-On Requirements,”](#) published on October 19, 2020.

The Distance Education Committee recommends instructors adopt a camera’s off policy in online synchronous sessions. The Chancellor’s Office recommendation is that having camera’s on is “presumptively optional for live classes;” however, if audio and/or visual participation is essential that the following recommendations from the [California Community Colleges Office’s General Counsel](#) should be followed.

If a course or assignment is based on visual performance, such as a public speech, presentation, or demonstration, live camera participation may be required, but needs to be outlined clearly in the schedule of classes and the syllabus alongside instructions on how a student can communicate concerns/challenges to the instructor.

FERPA and Zoom Recordings

Adapted from [“Guidance for Recording Class Sessions with TechConnect \(Confer\) Zoom”](#) by [Michelle Pacansky-Brock and CVC-OEI](#) is licensed under [CC BY-NC 4.0](#)

Instructors sometimes record live class sessions in Zoom so that students can watch a missed class session or review an earlier session, or for the instructor to share with a future class. Depending on who is identifiable in the recording, the recordings may constitute educational records that are protected under the Family Educational Rights and Privacy Act (FERPA) — the federal student privacy law. Additional information about photo, video, and

audio recording under FERPA can be found in the US Department of Education [FAQs on Photos and Videos under FERPA](#).

- Recordings of Zoom meetings that include students' names, audio, photo, or video in the recording should not be shared outside of that particular section and that semester.
- If a recording includes only the instructor, it is not a student record and FERPA does not limit its use. If the recording includes students asking questions, making presentations or leading a class, and it is possible to identify the student, then the portions containing recordings of the student do constitute protected educational records. Educational records can only be used as permitted by FERPA or in a manner allowed by a written consent from the student. (See the sample Permission to Record that follows.)
- Recommended Zoom recording settings: Before you schedule your meetings,
 1. Go to zoom.us and log into your Zoom account.
 2. Click on **My Account** (upper right).
 3. In the left column, select **Settings**.
 4. Select the **Recording** tab and choose the following settings:
 - If you wish to have a video of the speaker recorded during screen sharing, *enable Record active speaker with shared screen*.
 - Disable *Record gallery view with shared screen*.
 - Disable *Display participants' names* in the recording.
 - Enable *Multiple audio notifications of recorded meeting*, which plays an automated message whenever a recording is started, or a participant enters a session that is already being recorded.

When your meeting starts, keep your Zoom view set to Speaker View (as opposed to Gallery View). This ensures that only the person who is speaking appears on the screen, as opposed to recording a grid view of all attendees with webcams enabled. Inform your students that the meeting is being recorded.

- Recordings can be edited to remove portions of the video that show students who have not consented to the use of their voice and/or image. Simply blurring a student's image and removing their name is not sufficient, as the student may still be identified.

- Record only the parts of your session that show you. Plan to hold specific Q&A periods during the session and when you get to one, click **Pause** recording. When you are ready to present again, **Resume** recording.
- When synchronous lectures are recorded for later use inside the same course, faculty may record with students visible. However, if the recording is to be downloaded or used in any other class, whether in the same semester or a different semester, students should not be visible in the recording. Faculty will use a setting in Zoom to show only the speaker.
- Students should also not be recording, taking screenshots, or sharing links to class sessions. Students that violate this request may be subject to the student code of conduct for disrupting class, especially if you include this in your syllabus. It's more likely that students will respect your instructions in this regard if you model informed consent before recording them or forcing them to turn on their cameras.