

Policy Title: Unauthorized Recording Policy

Policy Summary: This policy addresses audio and visual recordings between members of the campus community, including the recording of classes, meetings, or other conversations, regardless of modality.

Policy Category: Academics, Information & Technology

Policy Owner: Provost

Policy Summary

This policy addresses audio and visual recordings between members of the campus community, including the recording of classes, meetings, or other conversations, regardless of modality. The policy generally prohibits recording unless all parties have given their consent, except in defined situations.

Purpose

The purpose of this policy is to protect privacy, promote trust, maintain academic integrity, support accessibility, and ensure legal compliance.

Scope

This policy applies to all faculty, staff, and students and to all recordings, regardless of modality.

Definitions

Approved Reasonable Accommodation – Approved reasonable accommodation refers to a modification or adjustment to academic programs, services, or environments that has been formally granted under the University’s Reasonable Accommodations for Individuals with Disabilities Policy.

Instructor –Instructor means an individual of record who is providing instruction for a course, or any other person identified by the instructor of record for a course to facilitate learning for that course. Instructor is a broad term that includes faculty, adjunct instructor, visiting professor, lab instructor, and any other title afforded an individual who leads or teaches a course.

Learning Activity – A lecture, discussion, laboratory, field study, or other activity facilitated by an instructor while teaching a course offered by Drake University to its students.

Personal Use –Refers to the use of recorded material solely by the individual who made the recording for their own use, such as academic study. Personal Use excludes any sharing, distribution, reproduction, or posting of the recordings—whether electronically, in print, or by any other means—to others, including classmates, online platforms, or third parties.

Recording – A video or audio replication or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, cell phones, Smartphones, digital cameras,

media players, computers, or other devices that record images or sound, or making such a Recording.

University – University refers to Drake University and all its departments, locations, and activities.

Policy

A. Prohibition of Recording Without Consent

Unless listed as an exception under this policy, recording any activity occurring at the University, in university programming, or on property owned, managed, or controlled by the University, as well as meetings and discussions between and among students, faculty, and staff, without the consent of all participants is prohibited. This prohibition includes arranging for others to make such recordings.

B. Exceptions

1. Open Gatherings, Events, and Activities

It is permissible to record or photograph others in open common areas and spaces typically understood as places where members of the community can gather in groups, such as athletic contests, public performances, campus events, and ceremonial events such as commencement, for one's personal use. In addition, authorized university personnel may make recordings of university activities for promotional, operational, or academic purposes. In some cases, public events may prohibit recording or photography by making an announcement prior to the start of the event or otherwise communicating the prohibition to all attendees. Those situated in such open campus spaces or attending public events should be aware that they may be recorded.

2. Security Technology

Surveillance cameras/equipment and software may be placed on campus by authorized campus personnel to prevent or deter crimes, protect public safety, and to facilitate official University investigations into criminal activities or violations of campus policy. Security technology is generally not available to the general community and is used for the limited purpose of ensuring security and protecting property.

C. Permissible Recording for Academic or Protected Purposes

1. Recording by Students

Recording learning activities is prohibited unless (a) the instructor's syllabus states that recording is allowed; or (b) the student receives written permission from the instructor before any such recording occurs. If permission is granted, the recording must only be used for personal use and cannot be shared, uploaded, or transferred by any method, unless expressly agreed to in writing by the instructor.

2. Recording by Faculty

Faculty members may record learning activities for distribution to the class by providing written notice to students or guest speakers in advance (for example, by including notice on the syllabus or via e-mail). If a faculty member wishes to distribute a video recording outside of the class, they must either (1) edit the video recording to remove any portion in which a student or guest speaker is identifiable, or otherwise de-identify each student or guest speaker; or (2) obtain individual written consent from the student(s) and/or guest speaker(s) in the video recording.

3. Approved Reasonable Accommodations or Protected Activity

Students with specific electronic recording accommodations authorized by the Office of Disability Services may record classes for personal use; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings without written permission is prohibited.

This Policy does not prohibit employee workplace video and audio recording where employees are acting in concert for their mutual aid and protection ("protected concerted activity") under the National Labor Relations Act, such as documenting unsafe working conditions or evidence of unlawful activity. Other forms of unauthorized recording, however, remain strictly prohibited.

Last Review Date: October 2025

Effective Date: September 2025

Related Policies and Resources:

[Reasonable Accommodations for Individuals with Disabilities Policy](#)

[Student Authorization for Use of Class Recordings](#)