

## **GEORGETOWN UNIVERSITY LAW CENTER CLASSROOM AND EVENT RECORDING POLICY**

Because of the Law Center's baseline recording policy for all classes, and because many activities and events are also recorded, please realize that collateral private conversations and behavior occurring in recordable spaces may end up being recorded and disseminated. Recordable spaces include all classrooms and meeting rooms. From time to time, public events occurring in other spaces (e.g., a lecture in the McDonough, Hotung, or Fitness Center atrium) may also be recorded; during such events, those spaces also should be considered recordable spaces.

So, for example, a conversation or other behavior that takes place during the scheduled time for baseline recording of a class or in an event room during a break between sessions may be captured in the scheduled recording. Even if the class or event starts a bit late, ends a bit early, or regularly includes break time in the middle, the baseline recording policy for classes and the ordinary recording policy for special events mean that the recording equipment will be running for the entire scheduled time. If a special event runs over time, the equipment may continue to run. A conversation or other behavior that takes place in an atrium during a public special event may also be captured.

Please also note that, although dissemination of class recordings is limited in accordance with the policy on class recordings, dissemination of event recordings may be more widespread. Unfortunately, we lack the ability to review every recording beforehand to make sure that private personal conversations and other private behavior have not been captured.

Please exercise appropriate caution when conducting private conversations or engaging in other behavior intended to be private in recordable spaces. PLEASE NOTE: Your voluntary participation in activities in recordable spaces constitutes waiver of claims that otherwise might be made under applicable DC, state or federal law with respect to private conversations and behavior that happen to be captured and recorded.

### **Authorized Law Center Class Recordings**

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In order to ensure compliance with applicable laws, such as the Americans with Disabilities Act, all classes—except those that have been designated classes in which confidential information is likely to be discussed—will routinely be video recorded by the Law Center using a camera-based recording platform that has been integrated into the Law Center's Canvas Learning Management System.

By default, these recordings will not be made available to students. Professors who wish to make video recordings generally available to all students registered in the class must opt in to permitting class recordings to automatically post to their course's Canvas site.

Professors choosing the default option of restricting access to course recordings must adopt their own policies governing when recordings not required by law will be disseminated. Professors who do not make classroom recordings generally available may wish to make such recordings available for illness, quarantine and isolation, bad weather, religious holidays, rescheduled classes, or other reasons. Students will need to apply for access to recordings, which professors must approve on a case-by-case basis. Students approved to access the recording will be emailed a direct link to the recording for the class session(s).

Students are not authorized to copy, download, or disseminate course recordings to others.

## **Unauthorized Recordings**

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Students, faculty, staff, and visitors to the Law Center are not permitted to make audio or video recordings of classes, presentations, activities, or other events unless expressly so authorized by the Law Center. Unauthorized recordings—including personal recordings made by students in class—do not fall within the scope of consent established by the Law Center recording policy. As a result, the making or dissemination of such recordings can violate federal, state, or other laws that restrict the involuntary recording of conversations. Individual professors or event leaders typically have the ability to authorize private recordings of their classes or events, but if they do so, they should ensure that all attendees at those classes or events have notice of private recordings that is sufficient to serve as a basis for inferring consent to those recordings.