**NIC Guidelines for Recording BlueJeans Classes
For Students**

 *BlueJeans provides a recording feature to capture a class or meeting. The following guidelines are provided to explain the reasons for the class recording, how the recordings are to be used and how long the recordings will be saved/made available. In addition, there is a section on respectful use of BlueJeans video recordings.*

**A. Reasons for Recording a BlueJeans Class**

Your instructor may choose to use this feature for one or more of the following reasons:

* To share with students unable to attend the BlueJeans class
* To assist in the accommodation of students with certain disabilities or for students with English as an Additional Language
* To provide a record of the class for all students to use for studying and learning

**B. Providing Notice and Knowledge**

Instructors are asked to share three pieces of information prior to any recording:

1. **Notice** – your instructor will let you know that they are going to record the class or meeting and explain the reason.
2. **Knowledge** – your instructor will explain how the recordings will work, where the recordings are stored, how long they will be stored and how the recordings will be made available to you.

If you do not wish to be recorded (visually), you have the choice to blur the video background, turn off your video and/or change your name in the People list. Chat is not recorded.

**C. Length of Time Before Deleting Recording**

Your instructor will share with you how long the recordings will be saved. In most cases, all recordings will be deleted after the last exam date for the term or end of the class.

**D. Respectful Use of Video**

All students are expected to be responsible and respectful when it comes to recorded material. This includes:

1. Not sharing that link or the recording with anyone else.
2. Only using the recording for intended purposes (to support your learning).
3. Not uploading the recording or putting the video or link on social media.
4. Not engaging in any unethical, unprofessional, or disrespectful uses of the video.

*If you have any other questions about recordings, please contact your instructor.*