

Records Management Policy - CSU Replay Use and Management

Section 1 - Purpose

(1) This document sets out Charles Sturt University's policy on the use of and management of CSU Replay and all associated CSU Replay recordings, including capturing, publishing and dissemination of recordings, access administration, as well as retention and quarantine of recordings.

(2) The objectives of this Policy are to:

- a. clearly define the rules associated with the capture (recording) of audio and video recordings including copyright and privacy requirements;
- b. explicitly identify the rules associated with publishing recordings to Charles Sturt University (the University) community and the general public;
- c. clearly outline responsibilities associated with creating, maintaining and adhering to CSU Replay Access Administration processes;
- d. explicitly state all rules associated with the retention and quarantine of CSU Replay recordings;

Scope

(3) This Policy applies to all University Staff and University Students who have access to and use any aspect of CSU Replay in the capture, editing, publication, distribution, and viewing\streaming\downloading of recordings (either in audio and\or video format), including (but not limited to) any the following CSU Replay components:

- a. CSU Replay Central (Ecosystem Server);
- b. CSU Replay Capture Appliance;
- c. CSU Replay Podium Capture;
- d. CSU Replay Personal Capture;
- e. CSU Replay External Media Ingest;
- f. CSU Replay Interact;
- g. CSU Replay iTunesU.

(4) Nothing in this policy permits University students or staff members to be exempt from complying with broader University policies and guidelines.

Section 2 - Glossary

(5) For the purpose of this Policy:

- a. CSU Replay - is an easy and effective way to create content for on-demand use that is integrated into the University Online Learning Environment as well as off line. CSU Replay enables the capture of audio and video media recordings from select teaching and production spaces and enabled University Personal Computers. It

also enables capture of audio and video from personal PC's and laptops that have CSU Replay software installed. It enables the uploading of external media (audio and video recordings) that have been captured using a different device other than a component of CSU Replay. It enables post production editing of captured recordings by the author and further professional editing (if required). It provides storage of audio and video media recordings in common formats within a managed repository accessible to staff and students. Finally it provides delivery of published video and audio recordings as video vodcasts or audio podcasts to staff and students.

- b. CSU Replay Components - include:
 - i. Replay Central (Echcosystem Server);
 - ii. Replay Capture Appliance;
 - iii. Replay Podium Capture;
 - iv. Replay People and Content Recording
 - v. Website;
 - vi. Personal Capture;
 - vii. External Media Ingest;
 - viii. Interact interface;
 - ix. iTunesU interface;
 - x. Interactive Video Teaching recording.
- c. CSU Replay Central (Echcosystem Server) - the central repository for storing, editing and managing all CSU Replay recordings located within the University data network. All CSU Replay recordings are published through the CSU Replay Central Server.
- d. CSU Replay Capture Appliance - based upon a scheduled booking, this component automatically records lectures, presentations, teaching material, etc. through pre-installed hardware located in main lecture rooms. The CSU Replay capture appliance is integrated into the lectern and can record all the information that is displayed upon the primary video projector and audio in the room. Recordings are automatically published to CSU Replay Central (EchoSystem Server).
- e. CSU Replay Podium Capture - this component is similar to automatic recording via the capture appliances however instead of a physical capture appliance installed the CSU Replay Podium Capture software is installed on the teaching space University computer. It is possible to book a scheduled recording using CSU Replay Podium Capture software. Alternatively, Ad Hoc recordings can be performed using the Podium Capture software. Recordings are automatically published to CSU Replay Central (EchoSystem Server).
- f. CSU Replay People and Content recording - this component is similar to automatic recording and is also based upon a scheduled booking. The primary difference between this and the CSU Replay Capture Appliance method is that People and Content uses the Video Conference system to perform the capture. This service is available in the teaching and learning spaces that are categorised as Interactive Video Teaching (IVT) enabled.
- g. CSU Replay Personal Capture - once this software is downloaded and installed, it enables you to record teaching and learning or presentation material using a University computer or other personal computer or laptop. Recordings may be published to CSU Replay Central (EchoSystem Server) when complete.
- h. CSU Replay External Media Ingest - this component enables you to upload (ingest) pre-recorded material to CSU Replay Central (Echcosystem server).
- i. CSU Replay Interact Interface - CSU Replay provides the capability for University Academics to publish links to their recordings stored on CSU Replay Central (EchoSystem Server) within their Interact subject work site. University Students and Staff that have access to the relevant Interact subject work site can then access, view, download and stream recordings.
- j. CSU Replay iTunesU Interface - the CSU Replay iTunesU interface will enable University Students and Staff to access, view, download and stream available University subject and presentation recordings via iTunes U.
- k. CSU Replay Recordings - a CSU Replay Recording is any audio and/or video recording stored on CSU Replay

Central (EchoSystem Server), regardless of whether the recording was captured using a CSU Replay component or a third party device where the recording has been uploaded onto the server via External Media Ingest.

- l. Capture\Capturing - is the process of creating a CSU Replay recording.
- m. Presenter - A Presenter is any one of the four levels of presenter access within CSU Replay Central (EchoSystem Server). Within CSU Replay Central (EchoSystem Server) presenters include:
 - i. instructor presenter;
 - ii. teaching Assistant presenter;
 - iii. student presenter; and
 - iv. guest presenter.
- n. CSU Replay Access Security Environment\Levels - there is a two tier structure to the Access Security environment within CSU Replay Central (EchoSystem Server). The first (upper) tier of access within CSU Replay Central (EchoSystem Server) is directly on the server and includes roles such as System Administrator, Administrator and Academic. The second (lower) tier of access includes the four levels of presenter access that may be assigned to an individual against a module\section. All users are given a role in the first tier initially and then assigned a presenter role (within the second tier) against a CSU Replay Module\Section to further control access to CSU Replay Central (EchoSystem Server) and all associated recordings.
- o. CSU Replay Module\Section - is a part of the hierarchical structure associated with the assignment and storage of recordings within CSU Replay Central (EchoSystem Server). From the users perspective a Module\Section is the equivalent to:
 - i. a subject (subject code + session\term + cohort (i.e. WI)) for a Teaching and Learning recording,
 - ii. a University Division title for a Non-Teaching and Learning recording.
- p. Third Party recording - any recording that is captured using a device other than CSU Replay Capture Appliance, CSU Replay Podium Capture and CSU Personal Capture.
- q. Availability of Recordings - any recording published to CSU Replay Central (EchoSystem Server) can be made either available for viewing and downloading or unavailable to disallow viewing and downloading of the recording.

Section 3 - Responsibilities

(6) DIT, in partnership with DLT is responsible for the management of CSU Replay service.

(7) Any misuse, inappropriate content, illegal content and abuse in the capture (recording), editing, publishing and distribution of CSU Replay recordings (echoes: audio and or video) and associated data may have serious implications for the University's reputation. The University expects all those capturing, editing, publishing and distributing recordings on its behalf to do so in a responsible manner.

(8) The University and individuals as information providers and users have responsibilities to manage the access to and the security of information, within laws, policies, guidelines and codes of practice. The Executive Director, Division of Information Technology is responsible for promulgating processes to manage the access to and the security of information contained within CSU Replay.

(9) The Executive Director, Division of Information Technology delegates daily technical management of CSU Replay to the CSU Replay System Officer. The CSU Replay System Officer has overall responsibility for all aspects of the system administration of CSU Replay in accordance with the CSU Replay System Officer position description and associated policies, procedures and processes.

(10) The presenter remains responsible for all content within the recordings published by them into the CSU Replay System. This includes responsibility for ensuring the integrity, accuracy, legal compliance, approving access rights,

setting the availability of recordings created or held within their CSU Replay Module/Section.

(11) The presenter remains responsible for understanding the context in which recordings are made and ensuring relevant 3rd party policies are adhered to, these include but are not limited to the recording of material from:

- a. external education facilities including primary and secondary schools;
- b. keynote speakers;
- c. practicums;
- d. and all external environments.

(12) Each individual is responsible for his or her actions and should not take any action which they know to be outside the law or in breach of University policies, guidelines or codes of conduct.

(13) The University Copyright Coordinator is responsible for ensuring that all Copyright policies, procedures and guidelines associated with CSU Replay remain current and are available to all CSU Replay Users.

(14) University Heads of School and Executive Directors are responsible for the implementation and monitoring of the Policy within their schools or departments, and for ensuring that those for whom they are responsible, including visitors and contractors, are aware of the CSU Replay policy and associated guidelines.

Section 4 - Copyright of CSU Replay Recordings

(15) All CSU Replay information and recordings whether stored on CSU Replay Central (EchoSystem Server) or downloaded from the server to an external device remains Charles Sturt University Copyright material.

Section 5 - Intellectual Property of CSU Replay Recordings

(16) Charles Sturt University owns the Intellectual Property of all CSU Replay recordings and associated information created using any CSU Replay Component in accordance with University Intellectual Property Policy .

Section 6 - CSU Replay Capture of Recordings

Copyright Requirements

(17) Each individual using CSU Replay to record, edit or upload (ingest) audio and or video recordings is responsible for ensuring that they read and adhere to all University Copyright policies and guidelines in the capture, edit, upload and distribution of CSU Replay audio and or video recordings.

Privacy Requirements

(18) Any individual using CSU Replay to record any material or event is responsible for ensuring that they notify University Staff, Students and the public verbally that they are recording, and are to ensure that they respect each individual's rights to privacy.

(19) If an individual requests that their image or voice not be recorded during a lecture or event then CSU Replay is not to be used to record the individual's image or voice. During the capturing of recordings a presenter can pause or stop the recording appropriately to ensure the individual is not recorded.

(20) Individuals capturing a CSU Replay recording are responsible for ensuring that CSU Replay Recording Signs are placed at the main entries of rooms and areas in which the recordings are taking place, as well as displayed at the start of the presentation, lecture or event either electronically or on paper.

Section 7 - CSU Replay Publishing of Recordings

General Requirements

(21) The CSU Replay system automatically publishes recordings to Interact and iTunesU approximately 30 mins following the conclusion of the recorded event.

(22) In publishing any recording it is the individual's responsibility to ensure that they adhere to all copyright and privacy policies and guidelines.

(23) If a University staff member or student utilising CSU Replay to record any material or event believes a breach of policies or guidelines has occurred they are to contact the DIT service desk or student central immediately requesting the recording be quarantined until further notice.

Privacy Requirements

(24) If an individual requests that their image or voice not be recorded during a lecture or event then CSU Replay is not to be used to publish recordings containing the individual's image or voice.

(25) Prior to uploading and publishing any CSU Replay Personal Capture or third party recording to CSU Replay it is the presenters responsibility to ensure that they have received consent to publish the recording from any individuals that appear (in either video and or audio) within the recording.

Availability of CSU Replay Recordings

(26) The presenter is responsible for setting recordings available and unavailable. Presenters must ensure that in making any recording available that they adhere to all relevant University policies and guidelines.

Section 8 - CSU Replay Access

(27) The CSU Replay System allows access to recordings based on University login and password. If a presenter requires further restrictions on who may download or view recordings above that provided by CSU Replay then the recordings should be removed from CSU Replay and made available to the restricted audience via other means i.e. Interact which has the ability to restrict downloading or viewing by cohort, or email which allows delivery of material between individuals.

(28) The CSU Replay System Officer is responsible for creating and maintaining processes associated with defining access levels and managing access to CSU Replay. It is the responsibility of all DIT staff whose role entails administering access to CSU Replay to ensure that they adhere to CSU Replay Access Administration policies, procedures and processes.

Section 9 - CSU Replay Retention Periods

(29) All CSU Replay recordings shall be stored and managed on the CSU Replay system for a period of 12 Months.

(30) Following 12 Months the recordings shall be deleted from the CSU Replay system and it is the responsibility of the presenter to ensure any copies of the recording are stored and managed externally to the CSU Replay system.

Section 10 - Quarantine of CSU Replay Recordings

(31) Any University staff member or student may request a recording be quarantined through the [IT Service Desk Request](#) or Student Central.

(32) A University recording may be quarantined for any of the following reasons:

- a. Copyright breach;
- b. Privacy breach or concern;
- c. Legal requirement;
- d. Identification of illegal content;
- e. Identification of inappropriate content.

(33) The CSU Replay System Officer is responsible for quarantining CSU Replay recordings. A quarantined CSU Replay recording is to be made unavailable to all individuals excluding the CSU Replay System Officer and the relevant University Head of School and Executive Directors.

(34) The CSU Replay system administrator is to immediately notify the relevant University Head of School or Executive Director following quarantining of a recording.

(35) The Head of School or Executive Director will determine the appropriate course of action regarding the recording and provide direction to both the presenter and the CSU Replay System Officer.

Section 11 - Management of CSU Reply Recordings

(36) The CSU Replay System Officer may move or copy files between presenter accounts only under direction from the presenter or appropriate Head of School or Executive Director.

(37) In the event that a presenter or other person nominated by this policy is unable or unwilling to fulfil their responsibilities under this policy then the appropriate University Head of School or Executive Director shall provide direction to the CSU Replay System Officer regarding the management of the Departments recordings.

Status and Details

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