

Access to and Reuse of Archived Class Recordings Policy

Intellectual property rights for distance class recordings produced by S&T Global Learning is shared between the instructor and Global Learning, in accordance with the Collective Rules and Regulations. Reuse of archived distance class recordings produced by Global Learning is limited by this rule and is guided by best practices for effective teaching and learning.

If you wish to repost lecture recordings, you must complete this [form](#).

1. All recordings produced by Educational Technology Media (EdTech Media) will be archived for 30 days following the last day of the semester, per the academic calendar.

a. Faculty may request a digital copy of any or all of their class sessions during that 30 day window by sending an email to vcchelp@mst.edu

2. Distance class recordings produced by EdTech Media and provided to Faculty/Departments are for archival purposes only.

a. The stated recordings should not be resold, reposted or redistributed, including use as a complete semester course unless otherwise approved by the Vice Provost for Global and Online Learning.

Requests for exceptions to reuse previously produced class recordings can be made by sending an email to vcchelp@mst.edu.

3. Exceptions for use of individual class session recordings will be considered on a case-by-case basis. Examples of exception: Ill Faculty, Faculty traveling for University business, and Faculty unable to teach due to weather restrictions. Requests for an exception to reuse previously produced class recordings can be made by sending an email to vcchelp@mst.edu.

4. A reposting fee will be charged for class recordings approved for reposting.

5. Best practices for effective teaching and learning ensure adequate interaction between instructors, students, and content. When previously produced class recordings are used as a classroom interaction replacement, care must be taken to preserve effective interaction. Consultation with an instructional designer is required prior to reposting recordings for more than one class period.