



Loyola University Chicago Weekend JD Program

CLASSROOM RECORDING POLICY

Courses offered on the Weekend JD Program will utilize audio/video equipment to record live classroom discussions. As a student in this program, your participation in live classroom discussions will be recorded. These recordings will be made available only to students enrolled in the particular class, to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. All recordings will become unavailable to students in the class when the Sakai course is unpublished (i.e. shortly after the course ends, per the Sakai administrative schedule (<http://www.luc.edu/itrs/sakai/sakaiadministrativeschedule>)).

The use of all audio/video recordings will be in keeping with the University Privacy Statement shown below:

Privacy Statement

Assuring privacy among faculty and students engaged in online and face-to-face instructional activities helps promote open and robust conversations and mitigates concerns that comments made within the context of the class will be shared beyond the classroom. As such, recordings of instructional activities occurring in online or face-to-face classes may be used solely for internal class purposes by the faculty member and students registered for the course, and only during the period in which the course is offered. Students will be informed of such recordings by a statement in the syllabus for the course in which they will be recorded or in a programmatic announcement made accessible to students. Instructors who wish to make subsequent use of recordings that include student activity may do so only with informed written consent of the students involved or if all student activity is removed from the recording. Recordings including student activity that have been initiated by the instructor may be retained by the instructor only for individual use.

For questions about this policy or matters related to the use of in-class audio/video recordings, please contact the Office of Online Learning at online@luc.edu or visit their website: <https://www.luc.edu/officeofonlinelearning>.