



Online Course Recording Policy

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This policy reflects legislation and official guidance at the time it was last reviewed. Any changes in legislation will take precedence over anything printed in this policy. Where other policies are referred to they can be viewed on the Policy Library.

Online Course Recording Policy

1. Introduction

The Royal School of Needlework (RSN) has established a policy for the recording of online short courses conducted via Zoom. Key points include:

- a. **Ownership:** All recordings and related materials are the exclusive property of the RSN.
- b. **Access:** Enrolled students can access the recordings on Zoom for 30 days from the course date.
- c. **Deletion:** Recordings will be permanently deleted after the 30-day access period.
- d. **Use:** Recordings are for personal use only and cannot be shared or distributed.
- e. **Consent:** Enrolling in the course implies consent to being recorded and acceptance of the policy terms.

2. Scope

This document covers the recording of the RSN delivered online courses.

3. Ownership of Course Footage

All video recordings, audio recordings, and related materials produced during the Royal School of Needlework (RSN) online short courses via Zoom are the exclusive property of the RSN. This includes, but is not limited to demonstrations, tutorials, and any other instructional content provided during the course.

4. Access to Course Recordings

Recordings of online short courses conducted via Zoom will be made available to enrolled students for a limited time. Students will have access to these recordings through the Zoom platform for a period of 30 days from the date of the original course session.

5. Deletion of Recordings

After the 30-day access period, the course recordings will be permanently deleted from the Zoom platform. Students are encouraged to utilize the available resources within this timeframe. Extensions or exceptions to this policy will not be granted under any circumstances.

6. Use of Recordings

The recorded course content is for the personal use of enrolled students only. Students are prohibited from downloading, distributing, copying, or sharing the recordings or any portion thereof. Unauthorized use of the recordings may result in disciplinary action and potential legal consequences.

7. Consent to Record

By enrolling in an RSN online short course, students consent to the recording of the sessions via Zoom and acknowledge that these recordings are the property of the RSN. Students also agree to the terms of access and deletion as outlined in this policy.

8. Technical Requirements

Students are responsible for ensuring that they have the necessary equipment and internet access to participate in the Zoom sessions and view the recordings during the 30-day access period.

9. Conclusion

The RSN Online Course Recording Policy ensures that all course recordings via Zoom are managed responsibly and fairly. By setting clear guidelines for access, use, and deletion of the recordings, the policy protects the intellectual property of the RSN while providing students with the resources they need to succeed within a defined timeframe. This policy underscores the RSN's commitment to maintaining high standards of education and integrity in its online offerings.