

LIVE RECORDINGS OF ONLINE SESSIONS

Please note that the online sessions of this course will be recorded and will be available on Bb Collaborate for reference. These live recordings are intended to be used as a student study aid and are not a substitute for regular attendance.

Video recordings will mostly capture the instructor and the shared screen. For the most part, students will not be visible on video recordings. Your voice, however, may be captured as an audio recording if you ask a question in class. If you have any concern about your voice being recorded, please speak to your instructor to determine an alternative means of participating.

Live recordings of online sessions may not be reproduced or posted or shared anywhere other than the official course Quercus site and should only be used by students currently registered in the course. Because live recordings of online sessions will be provided for all lectures, students may not create additional audio or video recordings without written permission from the instructor. Permission for such recordings will not be withheld for students with accommodation needs.

PRIVACY CONSIDERATIONS

Students may not record any portion of a lecture without the prior and explicit written permission of the course instructor. Provostial guidelines on the Appropriate Use of Information and Communication Technology, available at <https://www.provost.utoronto.ca/planning-policy/information-communication-technology-appropriate-use/>, state that:

The unauthorised use of any form of device to audiotape, photograph, video-record or otherwise reproduce lectures, course notes or teaching materials provided by instructors is covered by the Canadian Copyright Act and is prohibited. Students must obtain prior written consent to such recording. In the case of private use by students with disabilities, the instructor's consent must not be unreasonably withheld.

Students may not create **audio recordings** of classes with the exception of those students requiring an accommodation for a disability, who should speak to the instructor prior to beginning to record lectures. Students creating unauthorized audio recording of lectures violate an instructor's intellectual property rights and the Canadian Copyright Act. Students violating this agreement will be subject to disciplinary actions under the Code of Student Conduct.

Students may not take **screenshots** of class chats, class discussion board entries or any other course content without the prior and explicit permission of the course instructor. Taking screenshots of class chats, discussion board entries or other class content and distributing them via the Internet using social media such as Facebook, peer-to-peer file sharing such as One Drive or Dropbox, or other distribution channels may be considered a violation of privacy and of intellectual property rights. Students violating this agreement will be subject to disciplinary actions under the Code of Student Conduct. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, persons who have special needs will be accommodated.