

**Emerson College Consent to Class Recording and the Release of Student Record Information Via Class Recording and Distribution**

<b>Student Information</b>	<b>Class Information</b>
Name:	Course Name:
Email:	Course Term:
Emerson ID:	Faculty Name:

**Consent to Recording of Participation and Creative Works**

I am a student in the class listed above. I agree that my participation in class sessions and projects may be recorded and distributed, including by being posted online for the use of other students in the class.

Emerson may use video or audio recordings of me in this course for educational purposes. I permit Emerson to release the educational records that consist of recordings of me as I participate in the class, including as I make presentations or ask and answer questions in class. I also consent to the recordings of showings of my creative works, presentation slides or other materials I have created for the class and may display during class sessions. I understand that other applicable Emerson policies are still in effect, including those governing copyright and that I must not display works for which I do not have rights or permissions.

Emerson will make available to my instructor the technology to password-protect the class recordings to restrict access by individuals who are not associated with the delivery of the course or are not students in the course. I understand that while class sessions are not intended for public viewing, there are circumstances in which people outside of this course and semester may be able to watch them. For example, another student may be viewing a recording in the presence of someone not enrolled in the course or someone may improperly share class recordings.

I have been notified that the lectures are being recorded. I understand my rights to privacy. There is no time limit on the validity of this consent and release. I also understand my agreement is voluntary. My agreement to this release is not a condition or requirement of my participation in the class or my attendance at Emerson College.

The instructor intends to post class recordings on \_\_\_\_\_ [INSERT platform] for \_\_\_\_\_ - [INSERT TIME PERIOD such as duration of the semester/until the completion of final exams for the semester/for \_\_\_\_\_ week(s) or hours or days after the class session]

I understand that I may access the class recordings only for my educational use in the course. I may not copy, alter, or distribute the recordings or their contents. I may not use these recordings to harass others or to misappropriate the intellectual property of another person, or otherwise violate any Emerson College policies or community standards. If I do so, I am subject to discipline at Emerson College.

I agree that if I have any personal questions or concerns to share with my instructor, I will not do so while class sessions are being recorded.

I agree that by signing and/or transmitting this electronically, my agreement is as valid as if I signed this in person and submitted the original signature to Emerson College.

Yes, I agree to the above terms.

No, I do not agree to the above terms.

Student Signature. You may sign in ink and scan this document OR you may insert your signature in this format “"/s/ First Name Last Name”): \_\_\_\_\_

Date:

**Consent to Recording of Creative Works Only**

I am a student in the class listed above. I agree that creative works I create that are shown in class sessions and projects may be recorded and distributed, including by being posted online for the use of other students in the class.

Emerson may use video or audio recordings of my creative works in this course for educational purposes. I permit Emerson to release the educational records that consist of recordings of my creative works, presentation slides or other materials I have created for the class and may display during class sessions. I understand that other applicable Emerson policies are still in effect, including those governing copyright and that I must not display works for which I do not have rights or permissions.

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Date: \_\_\_\_\_

### **Submission**

After completing and signing this form, you should submit it to the instructor of the course. The instructor will keep a copy of the form and forward it to the Registrar. You must submit it via your Emerson.edu email address.