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RULES REGARDING FILING AND RECORDING OF LESSONS

The Hebrew University seeks to promote a policy according to which courses taught at the University, in the form of both in-person lectures and online courses (using Zoom or a similar application), will be filmed and recorded. The aim in filming and recording the lectures is to enable students enrolled in the course that year to view the course lectures also at times other than “real-time”/“live.”

The present document aims to clarify the rules that apply at the Hebrew University with regard to the filming and recordings of course lectures.

1. Filming or recording of such courses will be done only with consent of the lecturer and guest lecturers. An explicit approval will be required in each year and for every course.

2. Even if a lecturer has given consent to the filming or recording of all of their course lectures, the said lecturer may refuse to film or record certain lectures in the course, or a specific part of the course or lecture.

3. The lecturer may edit the video or sound recording before and/or after uploading it to the online student library for the course.

4. Refusal to allow filming or recording of the course lectures will not be used against the lecturer in any way, nor will it in any way affect the nature and/or scope of the said lecturer’s position at the University. At the same time, a refusal to film or record lessons should be based on a reasonable basis, and the heads of the academic unit may inquire for the reason for refusal and offer solutions, without imposing pressure to agree to filming or recording.

5. The video or sound recordings from a course will not constitute admissible evidence in disciplinary proceedings at the University. Likewise, the said video or sound recordings from a course will not constitute admissible evidence for the purpose of an investigation as to the suspicion of disciplinary offenses, and the said video or sound recordings from a course will not be used for any purpose other than for teaching and learning purposes in the semester in which the course took place. Inter alia: the video or sound recordings shall not be used for the purpose of examining the lecturer's performance and will not be used in the professional evaluation of the said lecturer. If a civil lawsuit is filed or a criminal proceeding is initiated against the lecturer or against the University, the lecturer will be allowed to object to the video or sound recording being presented or handed over.

6. Stemming from its awareness of the possibility of improper use, the University will, if possible, take legal action to prevent unauthorized distribution of the video or sound recordings by students enrolled in the course, or by other students at the University who have the video or sound recordings in their possession. The University shall take reasonable measures to prevent any use of video or sound recordings other than for the purpose of students’ personal use (personal study) for the given course.

7. Each video or sound recording of a lecture shall include a warning prohibiting the filming, duplication, copying or saving of the video or sound recording in any electronic way, and the said statement will explain that any such use constitutes a copyright infringement as well as a disciplinary offense.

8. The lecturer and the University will inform the students in the course at the beginning of the course that the lecture is being filmed or recorded.
9. The video or sound recordings will only be made available to students enrolled in the course in the relevant semester, through Moodle, and the said video or sound recordings will be used solely for the purposes of the student’s personal study for the given course.

10. The video or sound recordings shall not be used beyond purposes of instruction in the specific course in the specific year, without receiving the lecturer’s written consent. A lecturer may delete recordings after the conclusion of all exams in the course, and the university shall not keep copies of the deleted recordings, directly or by others.

11. The University will act to include in its contract with the Zoom company (and with any other company of this type) a clause stating that the video or sound recordings will be deleted two years after the end of the semester in which the lectures were filmed or recorded, including from the backup computers ("clouds") in which the company that recorded/filmed the lectures stored the said lectures. Alternatively, the University will itself act in order to achieve this result.

12. Upon completion of the lecturer's work at the University, the University will no longer use video or sound recordings beyond that academic year without the lecturer's explicit and documented consent.

13. The lecturer is entitled to use video and sound recordings for academic and research purposes within the Hebrew University. The lecturer is entitled to use the materials he/she has created and used in the filmed or recorded lecture for academic and research purposes, freely and for an indefinite period of time.

14. The above rules shall apply from the 2020-2021 academic year and on.