# Learning Management System and Video Lecture Support Policy

9th Faculty Meeting of AY 2021-22

May 10, 2022

# Motion

- The Committee on Information Technology Policy recommends, and I move, that the Learning Management System and Video Lecture Support Policy be established as described [in the meeting materials].

# Background

- Learning Management Systems (LMS) policy has been active for a long time.
  - Last modified and approved by Faculty on May 8, 2018.

- Academic Technology Center (ATC) provides several software systems to support teaching, mainly:
  - Canvas (LMS) and Canvas Studio (video recording/dissemination)
  - Echo360 (video recording/dissemination)
  - Zoom (virtual classroom, video recording)

- This policy various use cases of these tools, logistical procedures, data retention standards, the rights and responsibilities of users, and other guidelines.

# Main Elements of the Policy (1)

- The use of all of these IT tools is optional.
  - Instructors may "opt-in": i.e., tools will *not* be used *unless* the instructor chooses to do so.
  - E.g., classroom sessions will *not* be recorded without instructor's consent.

- Provision to enable default use of these tools in exigent circumstances.
  - E.g., classroom sessions will be recorded by default.
  - Must be approved first by CITP, CAP, and CGSR, followed by vote by the Faculty.
  - Instructors must be allowed to opt-out.

- Data stored on LMS, Canvas Studio, Echo360, and Zoom Cloud is *not* subject to Access to User Electronic Information Policy.

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# Main Elements of the Policy (2)

- Use and operation of Canvas, Echo360, and Zoom:
  - Typical use cases, user roles, and data access/control privileges.
  - Procedure to maintain continuity in case of an emergency: e.g., instructor falls seriously ill during a term, and is unable to continue the course.
  - User technical support and system maintenance procedures
  - Content retention and backup.

- Copyright, Intellectual Property, and User Privacy
  - This policy defers to the WPI Intellectual Property Policy …
  - … and additionally provides guidelines for dissemination of classroom-recorded videos, in view of respecting student and TA privacy.

- Accessibility
  - All WPI-supported video software systems provide automatic captioning.