

Use of Recording and Posting of Learning Events and other created learning materials

As part of the ongoing effort to increase student knowledge, learning, and to provide outstanding educational programs, the MD Program of the University of Colorado Anschutz School of Medicine (CUSOM) has determined that the need exists for recording of in-class lectures and large groups during the Trek Curriculum. In addition to the recordings of in-class instruction, the need for creating learning materials for out-of-class learning has been identified. These materials may be created by faculty, with faculty as subject matter experts or to meet faculty and student needs.

Classroom recordings and learning materials are intended primarily for use by currently enrolled CUSOM students, along with the faculty and course and content directors charged with delivering the curriculum and administering the courses. Individuals other than the intended users must receive permission from the instructor to access a recording or created learning material.

In accordance with Policy 5-K of the University of Colorado Board of Regents, entitled “Policy on Intellectual Property that is Educational Material”, faculty members of the University of Colorado (CU) maintain copyright ownership of their lectures. CU will maintain ownership of these recordings, assume responsibility for improper use or distribution of the recordings, and will use recordings in accordance with this policy.

The CUSOM policy for digital audio or video recording of university lectures and large groups and learning materials created by university faculty, staff and students is as follows:

Section 1: Prior Agreement to Terms & Conditions of Use All users of the recordings and materials (students, faculty and course and content directors) must agree to the terms and conditions of this policy prior to website access. The intended users are currently enrolled CUSOM MD students, along with the faculty and directors charged with delivering the instruction [Professionalism Feedback Form](#) and administering the events and courses. Students agree to the terms and conditions of this policy during First Course by signing Acceptance of the Policy on Recording and Posting Recorded Lectures, and Other University Created Learning Materials. By their participation in the curriculum, faculty and course and content directors agree to the terms and conditions stated here.

Section 2: Access and Maintenance of Lecture Recordings and Created Learning Materials

2.1 CU will record selected lectures and large groups given during the Trek medical curriculum. Recorded instruction will be posted on a secure university-controlled website as soon as possible, after the lecture/large group is delivered.

2.2 University created learning materials will be posted on a secure website controlled by CU SOM MD and approved by the CU AMC OIT Information Security and IT Compliance office.

2.3 The recorded instruction and created learning materials will be maintained on the secured servers for not less than three years after the learning event, with materials accessible to currently enrolled CUSOM students, along with the faculty and course and content directors charged with delivering the events and administering the courses.

Section 3: Limitations Governing Use of Recordings & Materials

3.1 The event recording/learning material and any information contained in the recorded instruction/learning material are protected under copyright laws and **may not be copied, displayed, broadcast or published** without the consent of the instructor/creator and without giving proper attribution to the Instructor/creator. This prohibition includes placing the recording/learning material on any web page, web-based system, or application, including non-University licensed artificial intelligence, or the Internet for use by, or access to, any person, including the student. This prohibition also includes any self-recording by students, staff, and/or faculty of the instruction/learning materials that are protected under copyright laws. In addition to any legal ramifications, misuse of recordings/learning materials will be considered unprofessional behavior and appropriate disciplinary action will be taken according to CU policy and procedures.

3.2 According to copyright policy, instructors/creators maintain ownership of their original instruction/learning materials and may use them as they wish. CU will maintain the routine recordings/learning materials. No recorded event material, university maintained or otherwise, may be shared by CU with any individual or organization within or outside the CU without prior written permission from the instructor/creator. Recordings and materials are for educational use only and are to be considered confidential.

3.3 CU will take reasonable measures to prevent the inappropriate use of such recordings and materials by individuals with access to the web site on which the recorded lectures are posted but cannot guarantee against possible misuse. While students will be able to download audio and video recordings for personal use, sharing or posting the recordings will be considered a violation of copyright and the honor code.

3.4 Materials used in lectures and large groups may be subject to copyright protection. The University provides the following resources to users of recorded materials:

<https://www.cu.edu/ope/aps/1014>.

Office of Student Life gathers completed agreement forms from students through the learning management system.

In accordance with Policy 5-K of the University of Colorado Board of Regents, entitled “Policy on Intellectual Property that is Educational Material” (<https://www.cu.edu/regents/policy/5>), faculty members of the University of Colorado (“CU”) maintain copyright ownership of their lectures. CU will maintain ownership of these recordings, assume responsibility for improper use or distribution of the recordings, and will use recordings in accordance with this policy.

<http://www.cu.edu/ope/aps/1014>

<https://library-cuanschutz.libguides.com/c.php?g=259525&p=1732599>

<https://www.cu.edu/regents/policy/5>

The University of Colorado Anschutz School of Medicine Student Acceptance of the Policy on Recording and Posting Recorded Learning Events and Other Created Learning Materials

NOTE: This acceptance will be collected electronically during the Trek Curriculum Orientation in the Student Resources course in Canvas, the CU MD program learning management system.

Excerpt from University of Colorado Anschutz School of Medicine, Trek Curriculum Policies and Procedures, MD Program Curriculum Steering Committee, page 21.