

Cameras-On Policy Statement



Purpose

The purpose of this document is to create clear messaging as to the use of cameras during Emergency Remote Instruction (ERI). This policy is not meant to apply outside of ERI. The policy's intention is to discourage the requirement of cameras in ERI unless necessity can be substantiated by the instructor. This document is also meant to promote consistency in ERI messaging to students by supplying sample syllabus language.

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Cameras-On Policy Statement

Crafton Hills College discourages instructors from requiring cameras during Emergency Remote Instruction (ERI) unless an instructional need can be substantiated.

Instructors requiring students to turn on their cameras during ERI must comply with the following.

- Ensure that the camera-on requirement meets at least one of the following:
 - Enhances the interactive nature of an online class.
 - Provides the faculty member with visual feedback during instruction. For example, in ASL, the instructor must have the camera-on to assess how well the student signs.
 - Facilitates the taking of attendance or verifying that the student is attending class. Instructors should consider using [Zoom to take attendance](#) rather than requiring cameras.
- Ensure that students are notified of the requirement with messaging that:

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- Respects student concerns about privacy, access, and equity.
- Clearly shows the essential nature of requiring cameras to be on for instruction.
- Creates a confidential opt-out request for students when the requirements for the course do not prevent this.
- Encourage students to blur their background, use a virtual background, or angle the camera so that little of the background shows if doing so does not deter from instructional requirements.

What students should know about cameras in Zoom (video conferencing)

Faculty must inform students if cameras will be required during synchronous instruction. Students are encouraged to reach out to their instructors before the term for more information. However, students should keep in mind that instructors are not required to respond before the start of the term.

- Student's should assume that interaction is required during synchronous instruction. This is commonly done through audio and visual (camera and mic), but may be done through the Zoom chat, polls, or some other means. Students must consult their instructor to find out how interaction will be done in their courses.
- Crafton Hills College is offering Chromebooks with a camera and mic to students who need them: <https://www.craftonhills.edu/current-students/library/>.
 - To set-up a Google Meets account contact [Technology Services](#). You will need to use the following email account: f.last1234@student.sbccd.edu.
- Students may have the choice of blurring the background of their video or using a virtual background.
 - [How to use a virtual background in Zoom](#).
 - [How to blur your background in Google Meet](#).
 - Students blurring their background or using a virtual background may necessitate that instructors use Google Meets as Chromebooks do not allow for virtual backgrounds in Zoom.
 - To set-up a Google Meets account contact [Technology Services](#). You will need to use the following email account: : f.last1234@student.sbccd.edu
 - Students may need to request that their instructor switch to Google Meets. However, the video conferencing method is at the discretion of the instructor.
- As part of our efforts to maintain student privacy, students are prohibited from recording lectures without the expressed consent of the instructor.
- Students may not post any recording containing student or instructor cameras, names, images, or audio outside of the course.

What faculty should know about cameras in Zoom (video conferencing)

Faculty must inform students if cameras will be required during synchronous instruction. This should be done with advanced notice to the students. We highly suggest doing this through your course syllabus, Canvas homepage, and Welcome announcement.

- Messaging related to a camera on policy must clearly explain its necessity in the classroom.
 - If it is too difficult to substantiate why cameras are needed in a particular course, use an alternative such as audio /chat/polls/live quizzes (e.g., Kahoots!).
- Messaging related to a camera on policy must clearly create a confidential opt-out request for students when the requirements for the course do not prevent this.
- Instructors may not post any recording containing student cameras, names, images, or audio outside of the course.

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We highly suggest that faculty take the following into account before requiring students to use their cameras during lecture.

- Faculty are encouraged to consider an alternative to video participation such as audio participation/chat/polls/live quizzes (e.g., Kahoots!).
- Instructors should keep in mind that some students may require accommodations arranged through DSPS.
- Internet issues may prevent students from having their camera on at times. Faculty should have a way for students to communicate internet issues and an alternative method for students to use at that time.
- Students should have the choice of blurring the background of their video or using a virtual background in all courses where cameras are required. This may require that instructors use Google Meet instead of Zoom as Crafton is only able to supply Chromebooks to students at this time.
- If it is absolutely necessary to have cameras-on during lecture faculty should consider allowing students to show a live environment, a portion of their face and something moving in the background (e.g., a ceiling fan), as an alternative to showing their face.
- Students blurring their background or using a virtual background may necessitate that instructors use Google Meets as Chromebooks do not allow for virtual backgrounds in Zoom.
 - To set-up a Google Meets account contact [Technology Services](#). You will need to use the following email account: username@student.sbccd.edu.

Sample Syllabus Language

Generic Statement on Technology

In the event of unforeseen developments, students may be required to maintain communication by means of alternative technologies.

Camera Policy Subject to Change

I understand that many students are uncomfortable using video in their Zoom classes. So, I have designed this class to work well with minimal camera usage. However, my main goal in this class to make sure that students learn and successfully apply concepts. Therefore, I may begin requiring cameras if I feel it is necessary for learning environment. This extends to other technology for interaction, including microphones, chat, or other in-class activities.

Required Text and Materials

Below is a list of sample syllabus language related to the required use of cameras and/or audio.

- Computer or tablet with webcam and microphone. You must have your camera on during the class, both in lecture and lab.
- Computer or tablet with microphone. You must engage audibly during the class, both in lecture and lab.
- Computer or tablet with webcam and microphone. Students are encouraged to engage in class with camera and audio.
- Computer or tablet with microphone. Students are encouraged to engage in class with audio.

Confidential Opt-Out

- Students may submit concerns about using a camera online using [the Student Concern form](#) and selecting "Camera" in the "Nature of this report" dropdown. There may be limited and rare circumstances where students with disabilities or certain medical conditions may not be able to use a camera. Concerns will be individually reviewed and further clarifications and/or documentation may be requested.
- Students may submit concerns about using a camera to me via email. However, be aware that I will expect students to substantiate a need to have their camera off.

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Method of Instruction (camera required)

Below is a list of sample syllabus language related to the required use of cameras.

- Students need to be available during the scheduled lecture and lab times via [video conferencing of your choice] and students must show their (face/their surroundings/at minimum a portion of their face).
- To establish that a student is present and engaged with the lecture, this class requires that you show a live environment, which means either
 - showing, at minimum, a portion of your head and something moving in the background (e.g., a ceiling fan), or
 - showing your entire face.
- My expectations on attendance: If you miss the prelab, or if you are late, leave early, appear to have [video conferencing of your choice] on but you are not "there," or if you do not have your camera on, I will count that as being absent and you cannot turn in a lab report or any other lab materials.
- We are a face-to-face course using technology to learn together remotely during an emergency situation. Our class will focus on synchronous (live) discussion, not asynchronous (complete on your own time) discussion boards. It is important that we engage with the [video conferencing of your choice] Classroom as we would a normal classroom. That is how this learning environment is designed. To support this, I will be requiring that students have their cameras-on (during class/during group work/during lab).
- In the event of unforeseen developments, students may be required to maintain communication by means of alternative technologies.

Method of Instruction (audio/chat required)

Below is a list of sample syllabus language related to requiring use of audio/chat.

- I will be requiring that students engage in lecture using the audio and chat feature in [video conferencing of your choice]. We are a face-to-face course using technology to learn together remotely during an emergency situation. Our class will focus on synchronous (live) discussion, not asynchronous (complete on your own time) discussion boards. It is important that we engage with the [video conferencing of your choice] Classroom as we would a normal classroom. That is how this learning environment is designed. To support this, I will be requiring that students engage in lecture using the audio and chat feature in [video conferencing of your choice]. Students should be prepared to be called on and respond within a few seconds. Student's that do not respond will be considered absent and cannot turn in a lab report or any other lab materials/non-participatory and will not receive credit for the day's activity/absent with consistent absences resulting in being dropped from the course.
- In the event of unforeseen developments, students may be required to maintain communication by means of alternative technologies.

Method of Instruction (camera encouraged)

Below is a list of sample syllabus language related to the encouraged use of cameras.

- We are a face-to-face course using technology to learn together remotely during an emergency situation. Our class will focus on synchronous (live) discussion, not asynchronous (complete on your own time) discussion boards. It is important that we engage with the [video conferencing of your choice] Classroom as we would a normal classroom. That is how this learning environment is designed. To support this, I am requesting that you turn on your video camera so that we can do our best to duplicate the in-class environment. I am striving to build our community and strengthen our group interactions. Seeing each other's faces, knowing that we are all engaged, and in this together can really help with that. I know that it's hard to stay engaged and energetic in [video conferencing of your choice], but it's even more difficult to do so when looking at a sea of black and

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white names. Keep in mind that better interaction in the classroom almost always means better outcomes in the class. It's good for you. It's good for your classmates.

- **3 Rules for the [video conferencing of your choice] Classroom: Participate, participate, participate!**
 - Treat the [video conferencing of your choice] Classroom as you would our face-to-face class. Show up on time, with your face showing, and the material reviewed so that you are ready to converse! Yeah!
 - Learning in a remote environment can be challenging. The more participation and discussion you have, the more successful we will all be. Every student in every class has different struggles, for my teaching to be dynamic and successful, I need to know what you would like more information on. I need you to participate, and I wholeheartedly welcome your questions!
 - I use a waiting room for our [video conferencing of your choice] classroom and my office hours. I need to be able to recognize your name to admit you into the session. If you use a preferred name or any other name than what is on your student record (e.g. borrowing a family members computer) on [video conferencing of your choice] please let me know through Pronto or email, so that I can recognize you and admit you into the session.
- In the event of unforeseen developments, students may be required to maintain communication by means of alternative technologies.

Recordings

- As part of our efforts to maintain student privacy, students are prohibited from recording lectures without the expressed consent of the instructor.
- At times I may record segments of the lecture, I will clearly announce to the class before recording, students have the option of turning their camera off during the recording, and the recordings will only be posted within our class. As the recording may include other students, students are prohibited from sharing the recording outside of our class.
- At times I may record segments of the lecture, I will clearly announce to the class before recording. The recordings will only be posted within our class. As the recording may include other students, students are prohibited from sharing the recording outside of our class.
- I will record all synchronous lectures. The recordings, if posted, will only be posted within our class. As the recording may include other students, students are prohibited from sharing the recording outside of our class.

Legal Implications to Keep in Mind

- In 10+1 faculty have the academic freedom to design and teach their courses.
- Students also have a strong, constitutionally protected interest in pursuing their educational goals
- The California Constitution specifically provides for a right of privacy that is implicated by the cameras-on requirement
- Student concerns related to other barriers
 - Students do not have a camera
 - Students have limited internet connectivity
 - Students might be living with minors or others who are not able to provide informed consent to being viewed or recorded by others
 - Students are homeless and lack a private place to attend class. (A [2019 survey of California Community College students](#) found that 60% were housing insecure in the previous year, and 19% were homeless in the previous year.
- Recordings: FERPA (Family Educational Rights and Privacy Act) protects the privacy of student education records, and may be implicated by recordings of online classes that contain student information

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- o According to US Supreme Court, a video record of a live synchronous online class retained in a database would constitute a student record if the recording includes the student's image or an audio recording that could be associated with the student
- o As a result, the recording of live synchronous online classes will be more likely to implicate FERPA if faculty are also requiring student to keep their cameras-on

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