# Zoom Recording FAQs

### May I record my synchronous class meetings conducted on Zoom?

Yes, instructors may choose to record class sessions conducted on Zoom. Doing so comes with a responsibility to secure student consent and protect student privacy. See JHU's Guidelines for Recording with Zoom for more details.

### Are the recordings of my class sessions subject to the JHU Intellectual Property Policy?

Yes, like other course content created as part of university activities, these recordings are subject to the Johns Hopkins Intellectual Property Policy.

### Are the recordings of my class sessions subject to privacy laws and policies?

Yes, Zoom recordings, transcriptions, and chat logs should be treated as subject to federal student privacy law (FERPA) and the Johns Hopkins University FERPA Policy if students are personally identifiable. Please contact your divisional Registrar with any questions.

### How do I provide notice and secure consent when recording a synchronous class meeting?

Notify students beforehand in your syllabus that Zoom sessions will be recorded and transcribed and that they may opt-out from identification in the recording by muting their audio, not enabling video, and not contributing to the chat window.

Remind students at the beginning of the class meeting (either orally or using a slide) that the session will be recorded and transcribed. Include a reminder of the available methods for opting-out of identification.

A recording notification and consent pop-up will appear to any person participating in a meeting that is being recorded on a JHU-hosted Zoom account. Those who do not consent to being recorded will not be able to remain in the meeting.

### How can students reduce their risk of identification in a recorded class session?

Students may opt-out from identification in the recording by muting their audio, not enabling video, and not typing in the chat window. In these cases, students should still be considered in attendance and not penalized in any way, and instructors should work with students to determine an alternate method of participation.

### What Zoom settings should I use to protect student privacy when recording a class meeting?

Use the following Zoom settings when recording class sessions in which students' participation may be captured. To define the settings, login to your Zoom account using a web browser (JHU Zoom Help including how to locate various settings is available at https://uis.jhu.edu/zoom/):

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- Disable the "record gallery view" option and enable the "record active speaker with shared screen" option in order to only record those who speak during the session. Students can choose to turn off their video if they do not want it captured when they speak.
- Disable the option for "display of participants' names in the recording." Names will still be viewable to participants during the meeting, but names will not be included in the recording.
- Enable the "require password to access shared cloud recordings" option.

### Should I record locally or in the cloud?

You should record in the cloud and disable the "local recording" option if possible. For most instructors, recordings and transcriptions should be kept in the cloud and not downloaded to a local computer.

### I can't record in the cloud. What should I do?

Instructors with accounts that reside on https://jhjhm.zoom.us are subject to HIPAA restrictions; typically, these are faculty/staff who have appointments in SOM, JHHS or affiliates. For these instructors, cloud-based recording is disabled. Graduate student instructors also cannot record to the cloud. These instructors can enable local recording and share via a HIPAA-compliant resource (e.g., OneDrive) if required or using a University video management service (e.g., Panopto, Kaltura). You should delete recordings of identifiable student participation, including complementary files (e.g. transcriptions, chat logs) before distribution.

### May I require students to participate in ways that reveal identifying information during a recorded class meeting?

No. Instructors cannot insist upon student participation that reveals identifying information during recorded sessions. If you require this type of student participation to effectively teach, then you should not record the class meeting.

### How long should I keep the recordings of class meetings?

Delete recordings, transcriptions, and chat logs with identifiable student participation, including Zoom recordings hosted on other platforms (e.g. Panopto, Kaltura), as soon as your obligations to your students allow. Deletion by 120 days after the last day of the course is recommended unless the files are subject to a litigation hold as directed by the Office of the Vice President and General Counsel. Until it is deleted, any file including identifiable student participation should be treated as a student record subject to FERPA.

### May I share the recordings of my class meetings with the students in that course, whether they attended that session or not?

Yes, you may share a class recording with the students enrolled in the course, including enrolled students not in attendance during the class meeting. Include a statement on the syllabus or communicate in an equivalent method to all students in the class, "Class meetings recorded by

the instructor may be shared with students in the class for instructional purposes related to this class.  Students are not permitted to copy or share the recording or transcriptions with others."

## May I share the recordings of my class meetings with people who aren't enrolled in the course?

The answer depends on whether students are identifiable in the recording. If students are not identifiable in the recording, then the recording may be shared. If students are identifiable, then class recordings, transcriptions, and chat logs are considered student records under FERPA, and access must be limited to students in the class for educational review purposes.  For any disclosure beyond the class or for other purposes, identifiable student information must be removed or students who are identifiable must provide written consent prior to disclosure.

## Some of the students in my class live in countries with governments that restrict academic freedom and freedom of expression. What should I do?

It's important to be mindful of students taking courses in countries where academic freedom and freedom of expression are restricted by the government. Classes that engage in critical discussions of authoritarian states might pose a risk to students through surveillance or censorship. Zoom is increasing its encryption of live sessions to address these concerns; however, no technical solution can eliminate risk entirely. The following recommendations minimize risk for students in courses discussing politically sensitive content.

- Consult with students about their concerns engaging in conversations or sharing course work subject to surveillance. Provide adjustments as appropriate.
- Do not record and share course conversations with students in or from vulnerable locations. Tell other students to not record and share conversations with their peers.
- Allow students to anonymously participate in discussions without identifying themselves or turning on their video.
- Consider alternative ways for students to share their ideas, such as scheduling separate office hours to discuss course content or using alternative, encrypted communication channels like Signal.

For more information on this topic, please consult the [Association for Asian Studies Statement Regarding Remote Teaching, Online Scholarship, Safety, and Academic Freedom](#).

## Should I use Zoom to produce instructional materials for asynchronous delivery?

No.  Zoom is not the recommended tool for creating pre-recorded lectures that can be shared with students. Instead, Panopto and Kaltura are tools with more options and flexibility for creating asynchronous content. Consult your divisional teaching and learning specialists to learn what tools are available.

## Should I activate AI-generated captioning in Zoom?

Yes. Use Zoom's artificial intelligence (AI)-generated captions whenever available as a universal design approach to support a range of learners.

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### Are AI-generated captions sufficient for a registered accommodation?

No. AI-generated captions are not yet accurate enough to provide effective communication when students have communication access real-time translation (CART) or captioning as an accommodation.

### Should instructors record class meetings as a substitute for a registered accommodation?

No. All requests for accommodations related to recording or captioning should be coordinated through Student Disability Services (SDS) to ensure the needed level of access and accuracy is provided.

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