



FAQs: Classes Offered Exclusively Through Zoom (New Jersey Campuses)

1. **May class sessions be recorded by the instructor?**

Class sessions may be recorded and made available to students enrolled in the particular class to assist those who cannot attend the session or as a resource for those who would like to review the content. The recordings may also be shared with FDU instructors and officials who have a legitimate educational interest in viewing the recording.

If an instructor desires to make the recording available beyond these limited purposes – such as showing the recording to other classes --- written consent from each recorded student may be required. Please confer with FDU’s General Counsel under these circumstances.

In the unlikely event that a recording captures potentially sensitive information or events, such as disclosing a student’s grades, a conflict between students, or an alleged violation of FDU’s Code of Conduct policy, please consult with the Dean of Students before sharing a recording with other students in the same class or with any other person.

In general, the decision on whether to record a class is at the discretion of the instructor. Recording may be required, however, as an accommodation for students with disabilities or under other individualized circumstances. Recordings may only be stored in FDU’s approved information systems.

To comply with best practices, where a Zoom session is being recorded, the following message is displayed: “This meeting is being recorded. By continuing in the meeting, you are consenting to being recorded.”

Instructors may choose to alert students that if they are concerned about being recorded, they have options:

- At FDU, Zoom is configured only to make an audio or video recording of the individual who is speaking. Students whose web cameras are turned on, displaying their image to other participants in the class, are not being recorded unless they speak. An instructor may elect to inform students that unless a class requires student participation, students

who are concerned about being recorded may avoid being recorded simply by not speaking during the class. They can mitigate the chance of inadvertent recording by using the “mute” function.

- Students who are concerned about being recorded based on disabilities, religious views, or personal objections should contact the Office of Disability Support Services on the appropriate campus or the Regional Center for Students with Disabilities.

2. May a student record the class?

No student is permitted to record a class session without the prior written permission of the instructor of record, except as an accommodation for disabilities, which will be coordinated with the instructor by the appropriate FDU disability office in accordance with routine practices. Instructors are encouraged to remind students that they may not record the session and that they may not permit any other person to observe the class without advance permission from the instructor, unless authorized as a disability accommodation.

3. May an instructor require the students to turn on their web cameras during the class?

Yes, instructors may direct their students to turn on their web cameras if the instructor has a legitimate educational need for the requirement, including as a means to recognize their students. However, instructors are encouraged to be responsive and sensitive to student privacy concerns, such as displaying their home environment to other members of the class. For that reason, we recommend that (i) where a class does not require student participation, the instructor may request that students who are able and willing turn on their web cameras so that the instructor may see members of the class and (ii) where a class session will require students to use their web cameras (e.g., during a presentation to the class), students be given reasonable advance notice so that individualized concerns can be addressed.

Bear in mind also that not all students have web cameras. Students without web cameras may contact the Office of University Provost and Senior Vice President for Academic Affairs at vanessaperez@fdu.edu to inquire whether a camera is available for loan. The University has a limited number of cameras available for this purpose.

Instructors may inform students that at FDU, Zoom is configured only to make an audio or video recording of the individual who is speaking. Students whose web cameras are turned on, displaying their image to other participants in the class, are not being recorded unless they speak. An instructor may elect to inform students that unless a class requires student participation, students who are concerned about being recorded may avoid being recorded simply by not speaking during the class. They can mitigate the chance of inadvertent recording by using the “mute” function.

Instructors may also remind students that they may use a virtual background if they prefer not to display their home or remote environment.

Students who are concerned about turning on their web cameras during a class based on disabilities, religious views, or personal objections should contact the Office of Disability Support Services on the appropriate campus or the Regional Center for Students with Disabilities .

4. Is the recording of a class an educational record under the Family Educational Rights and Privacy Act (“FERPA”)?

FERPA is a Federal law that protects the privacy of student “education records.”

“Education records” are records that are directly related to a student and that are maintained by or on behalf of an educational institution. Records may include computer recordings, videotapes, and audiotapes, among other media.

Generally, universities and colleges must have written permission from students before releasing any information from their education records to other individuals, subject to various exceptions provided by law.

If a recording only includes the instructor, it is not a student education record under FERPA. Recordings of students during the class may be deemed to be educational records for those students and would be subject to FERPA protections. However, the recording may be made available to students enrolled in the particular class to assist those who cannot attend the session or as a resource for those who would like to review the content. The recordings may also be shared with FDU instructors and officials who have a legitimate educational interest in viewing the recording. Other exceptions permitting disclosure apply, and questions regarding access to recordings to individuals who are not participants in the class may be directed to FDU’s General Counsel.

Instructors wishing to make available the class recording with anyone other than students and other instructors for the particular class should confer with FDU’s General Counsel in advance.

In the unlikely event that a recording captures potentially sensitive information or events, such as disclosing a student’s grades, a conflict between students, or an alleged violation of FDU’s Code of Conduct policy, FERPA concerns may be heightened. Under such circumstances, please consult with the Dean of Students before sharing a recording with other students in the same class or with any other person.

5. What is the University doing to help ensure the integrity of examinations and quizzes?

Among other measures, FDU has licensed Respondus Monitor and LockDown Browser as tools to help ensure the integrity of online examinations and quizzes.

LockDown Browser is a custom browser that locks down the testing environment, preventing students from switching to different applications on the same device:

- The test materials are displayed full-screen and cannot be minimized;
- Browser menu and toolbar options are removed, except for Back, Forward, Refresh, and Stop;
- Access to other applications are prevented, including screen sharing (except for access to web sites that have been specifically allowed by the instructor);
- Printing and screen capture functions are disabled; and
- The test cannot be exited until the student submits it for grading.

Respondus Monitor works in conjunction with the Lockdown Browser. The monitor uses a student's web camera and video analytics to reduce the incidence of possible cheating. Students use their webcams to record themselves during the exam. In its routine configuration, Respondus Monitor does not allow a student to display a virtual background. Built-in analytics are used to detect suspicious behaviors and potential violations are flagged for the instructor.

Students without web cameras may contact the Office of University Provost and Senior Vice President for Academic Affairs at University Technical Assistance Center at fdutac@fdu.edu at vanessaperez@fdu.edu to inquire whether a camera is available for loan. The University has a limited number of cameras available for this purpose.

The use of these applications is only one option available to instructors concerned about the possibility of cheating during tests. In general, it is up to the instructor whether or not to use Respondus Monitor and the Lockdown Browser. Within the academic community, many believe that non-technical methods to prevent cheating are more effective. Alternative testing methods include open book examinations (timed or untimed), projects, papers, and presentations. All methods of testing – whether or not technologically based – may raise concerns for students with disabilities or for those students without access to required resources or suitable testing environments. These issues must be thoughtfully addressed by each instructor; the Office of the University Provost is available to discuss if questions arise.

6. Will faculty receive training on how to use Respondus Monitor and LockDown Browser?

Yes, training will be made available for instructors. Information on training is being separately communicated. It is recommended that instructors use an ungraded practice exam with use of the applications to assure the applications run smoothly before being used for a graded test.