

Policy III.3006.A, Use of Recording Devices by Employees and Students

Purpose

To describe restrictions on the use of recording devices on campus or in connection with College operations.

Policy

It is the policy of San Jacinto College to respect each individual's reasonable expectation of privacy including any privacy rights granted by applicable federal and state law and San Jacinto College procedures. There may be times, however, when the use of recording devices supports the educational mission or operations of San Jacinto College. This policy pertains to all types of electronic devices, including, but not limited to, cellular telephones, digital cameras, stand-alone video cameras, internet accessible webcams, video recorders, audio recorders, electronic tablets, and software designed to monitor computer use by a specific user. This policy applies to all employees, students, and individuals acting on the behalf of a student or employee.

Definitions

Recording Device: A storage **device or system** on which information (sounds or images) can be recorded. This also includes any software, application, or service used in the recording of voice and/or video, storage, broadcast, or sharing of recordings. This definition is intended to be inclusive of all possible mediums that can electronically affix sound, images, or video using electronic means.

Broadcast or Live-Stream: The transmission of programs, information (sounds or images) or live events by radio, television, internet, app (application software), web conferencing tools, or any other medium including postings to any social media platform.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

Procedure III.3006.A.a, Use of Recording Devices by Employees and Students

Date of Board Approval	May 6, 2019
Effective Date	August 15, 2019
Primary Owners	Vice Chancellor, Human Resources Deputy Chancellor & President
Secondary Owners	Vice President, Human Resources Associate Vice Chancellor, Student Services