

Policy for Recording Online Class Meetings

Instructors conducting an online class meeting using a virtual meeting software, such as Zoom or Google Meet, may choose to record the audio, video, and chat generated in the main room of the meeting. When provided with notice that a class session will be recorded, students' participation in the meeting is considered their consent to be recorded. PLU's legal counsel has recommended that instructors include information about class recordings in their syllabus (e.g. this [syllabus statement](#) from the Office of the Provost). This practice meets requirements for notifying individuals that they are being audio-recorded (i.e. [two-party consent](#)) under Washington state law. Instructors may also choose to download and/or share a link to class recordings with some or all of the students in the course.

Class recordings qualify as education records protected under FERPA if they directly relate to a student and are maintained by PLU or by a party acting on its behalf. These recordings should be stored in a location with adequate security controls in place as defined by Information & Technology Services in the [PLU Knowledge Base](#). They may not be shared outside of the class section unless identifiable students give written permission or no students are identifiable. Under FERPA, students have the right to inspect any education records maintained by PLU that are directly related to them.