

## Policy Regarding Student Conduct and Online Courses

The following defines the restrictions and expectations of student behavior, as governed by the [Honor Code](#). This policy articulates application of the **Unauthorized Use** section of the Honor Code under **Academic Integrity** (A.2.) and **Theft** (M) in the **Student Rights & Responsibility** section of the Honor Code.

### I. RESTRICTION OF AUDIO OR VISUAL RECORDING, REPRODUCTION, AND DISTRIBUTION OF CONTENT IN ONLINE COURSES

At the University of Denver, we seek to protect the intellectual property of all our faculty and staff members and safeguard the privacy of all our students in online learning environments. To this end, students may not record, reproduce, screenshot, photograph, distribute or share in any way (including electronically or posting in any web environment) any video, audio, or visual content from their online courses, except if necessary, to communicate with University administrators. Students also may not share links to the course in Canvas, or to the Zoom meetings. This restriction includes but is not limited to:

- Pre-recorded and live lectures
- Live discussions
- Discussion boards
- Chats
- Simulations
- Posted course materials
- Faculty feedback forms
- Audiovisual materials that accompany lectures/discussions, such as slides, music, videos, PowerPoints, etc.
- Virtual whiteboard notes/equations, etc.
- Assignments
- Tests, quizzes and surveys

Instructors may record the course and provide the recording to students registered in the course for that section, making it available for the term to facilitate full course participation.

### II. ADA Accommodations

Students with a documented disability, medical or mental health conditions that are approved through the Disability Services Program (DSP) for class audio recordings must provide their faculty instructor notification of eligibility by delivering their Letter of Approved Accommodation (LOAA) via the ClockWork system prior to making class recordings. Students wishing to request permission to audio record class lectures because of a disability, medical or mental health condition must make a request to the DSP, you can contact them by email at [dsp@du.edu](mailto:dsp@du.edu) or by calling 303-871-3241.

### III. GUIDANCE ON RESPECTFUL & APPROPRIATE BEHAVIOR DURING ONLINE COURSES

In addition to the usual guidance on respectful communication with instructors and peers, the online environment raises new constraints and opportunities.

#### Communication Preferences and Constraints

Students and instructors are expected to outline their communication constraints; for example, instructors may specify their estimated turnaround time for email or Canvas replies, with the indication that there may be occasions when turnaround time is shorter or longer than the general estimated time. Instructors are not expected to be constantly available. Similarly, assignments should clearly specify due dates and times, and late policies. Students and instructors should also indicate their availability to communicate live (during class times or office hours through Zoom or Canvas) versus the need to communicate asynchronously (for example due to time zone differences, work space restrictions, caregiving demands, and/or internet access). Clear and advanced communication should prevent mismatched expectations and support the best learning environment.

#### Zoom Etiquette

Generally, the expectation for students is that the webcam is operational and students are visible on camera during your weekly class. Knowing that this is not always possible, if students need to call into class on the phone or have trouble with WiFi connectivity or speed, please let your instructor know if you need to adjust this webcam protocol. Please remember that there are many ways to demonstrate class engagement, for example through the use of polls and chat function. Students and instructors may choose to use or refrain from using video on Zoom sessions. It is not always possible to include video, though it is appropriate to encourage its use when possible. To protect one's privacy, many people choose to use an alternate background for Zoom versus their real-time background. This is acceptable; however, please keep in mind not all platforms have this feature. **Please also select an innocuous and non-offensive background if you choose this option. Illicit, exploitive, or otherwise inappropriate content is prohibited. This link provides a helpful etiquette guide.** <https://atguides.humboldt.edu/m/zoom/l/752185-how-do-students-use-zoom>.

#### IV. Conclusion

All students are expected to abide by the [Student Rights & Responsibilities \(SRR\)](#) associated with the Honor Code regardless of whether students are on-campus or learning remotely through an online learning platform. These relevant SRR Policies include but are not limited to **Impediment and Violation of Professional Standards** as defined under **Academic Integrity** (A.6. and A.8, respectively), **Harassment** (F) **Interference** (H), **Non-compliance** (I), **Provocation** (L) from the **Students Rights and Responsibilities** Section. Students who violate this policy will be reported to

[The Office of Student Rights & Responsibilities](#) and may be subject to both legal sanctions for violations of copyright law and disciplinary action under *Student Rights & Responsibilities Policies*.