

2.T-2019 Psychology Lab Policy

1. Purpose

This policy outlines the procedures for using the video recording equipment in the psychology laboratory space and classroom (C106) for pedagogical/teaching purposes ONLY.

This Policy is intended to ensure that:

- Key issues concerning the recording, storage, distribution and destruction of video recordings are understood and that;
- Faculty, staff, students and other participants are aware of the rights and obligations that arise when video/audio are recorded.

The guidelines presented here must be strictly adhered to when using video and audio capture equipment for such purposes, which can only be used by a qualified instructor from the initial video/audio recording to its final presentation. As with all research involving human participants, instructors (and students under faculty supervision) that are using the equipment and observation window for **research purposes** must obtain St. Mary's University REB approval before commencing their study. Therefore, this document does not outline those procedures for conducting research, which are covered in the Research Ethics Board (REB) Policy (including guidance regarding informed consent, constraints on recording and storage, and restrictions on the analyses). It is incumbent upon instructors to ensure they are familiar with the University REB Policy (<https://www.stmu.ca/research-ethics/>) in order to determine if their use of the video recording equipment/observation room requires ethics approval.

2. Scope

This policy applies to all full and part-time faculty who teach in C106 and wish to use video/audio capture as part of their teaching.

As stewards of the psychology lab this policy has been developed by the Psychology faculty who will review it annually with the Dean of Arts & Sciences.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Academic Council	Academic/Dean of Arts & Science	November 28, 2019		Every 5 years

3. Definitions

"Instructor": Any full- or part-time faculty member who is capturing the video.

"Participant": Anyone (student, staff, visitor, faculty member) who may be recorded.

"University": St Mary's University

"Video/Video recording": refers to, but is not limited to, video capture equipment and media including DVD, video tape, digital video camera, smartphone, or any other device that captures images regardless of whether the images are moving or still. By default all video recording assumes audio recording.

"Audio/Audio recording": refers to, but is not limited to, audio recording equipment and media stand-alone or embedded microphones, or any other device that captures audio.

4. Section A: Prior to Recording

1. Inform people of the presence of live cameras

St. Mary's faculty members using C106 will communicate to all students in their class(es) in which video-recording is part of the course that this policy is in place.

If a recording is going to be taking place all participants that may be captured by the video must be informed when they will be recorded. They must be given an opportunity to avoid being in the camera's view. At the entrance to C106 a sign must be posted at all times that clearly states whether or not the video capture equipment is currently in use. For example, "the Psychology Lab is recording in the classroom area". When no recording is taking place there will be a sign posted indicating that there are cameras present but that no recording will take place unless notified (and the above mentioned signage is posted).

2. Ask for permission before video recording

Tell participants that a video recording will be made and give them the opportunity to speak off the record or stop the recording altogether. In group settings, if one person does not agree to be recorded, then the recording will not take place.

3. Establish what constitutes informed consent

Prior to recording, informed consent must be obtained: make sure the user understands the implications of being recorded on video. Anyone who is recorded must provide informed consent (using the template provided in Appendix A). This must:

- i) *Explain the purpose of the video*: The purpose and other potential uses of the video (e.g., to examine behaviours related to a specific stimulus or provide feedback on counselor and interviewer skills) must be made clear to participants.

Tell participants whether parts of the video captured or the entire session will be used, and how.

- ii) *Explain who will have access to the video:* Tell participants if anyone other than the instructor will view the video. Participants may not mind an instructor seeing a tape, but may feel uncomfortable if it is shown to others (e.g., other faculty or in class).
- iii) *Explain possible settings for showing the video recording:* Tell participants where the video recording could be shown.
- iv) *Explain possible consequences of showing the video:* Instructors may find it difficult to adequately convey how a participant might feel if the video were shown in a certain setting. For example, a video clip shown on a computer monitor to colleagues might be acceptable, but highly objectionable when viewed on a classroom projection screen to a larger audience or if posted on a virtual learning platform (e.g., Moodle).

5. Section B: After Recording

1. *Treat video recordings of participants as confidential*

Do not allow others to view video recordings casually and restrict access to them.

2. Allow participants to view video recordings

Ideally, participants should be given the opportunity to view their video. If this is not possible, the Faculty member should consider ways in which people can be disguised (e.g., video editing systems can blur or distort a face).

3. *If use of the video recording changes, obtain permission again*

Asking permission is not a simple matter. Permission can only be given before recording. The participant cannot give blanket approval and if the use of the video recording changes then a new informed consent must be obtained.

6. Section C: Editing Video

1. *Avoid misrepresenting data*

If videos are edited in any way Faculty members are responsible for editing videos so as not to imply that particular events are representative if they are not. (See Integrity in Research and Scholarship Policy).

2. *Label any changes made to enhance technology*

Show the actual time it takes for a particular operation or else clearly label cuts designed to improve the pacing of a video presentation.

7. Section D: Presenting Video

1. *Protect participants' privacy*

Hide participant identity when possible. For example, shoot over a person's shoulder to see the screen, rather than their face. If needed, consider disguising the participant's voice.

2. *Do not highlight clips that make users look foolish*

Do not show "funny" clips to make participants look foolish.

3. *Summarize data fairly*

Clearly state the purpose of summaries of video data (e.g., shortened to "tell a story", presented in random order, or combined to show "typical" interactions, highlight unusual or important events, or present collections of interesting observations).

8. Section E: Distributing Video

1. *Do not use videos for purposes for which they were not intended*

Do not allow video of participants to be used for purposes that they are not aware of (e.g., for an in-class example, use in another course, etc.).

Appendix A

Informed Consent – Video Recording in C106

Purpose: CLEARLY STATE HOW AND WHY THIS VIDEO IS BEING TAKEN

Access: CLEARLY STATE WHO WILL HAVE ACCESS TO THE VIDEO & WHO WILL SEE IT

I understand that if the intended purposes of the video changes, I will be informed and will be allowed to withdraw my consent.

Privacy: CLEARLY EXPLAIN IF AND HOW ANY ATTEMPTS TO PROTECT PARTICIPANT PRIVACY WILL BE MADE? WILL PARTICIPANTS BE ABLE TO SEE THE RECORDING? WHY OR WHY NOT?

By signing this form I understand that while in room C106 a video recording may be taken for teaching/pedagogical purposes. I acknowledge that I will not be recorded without my knowledge.

Course: _____ Instructor: _____

Your Email address: _____

First and Last Name (please print)

Signature

Date (Month, DD, YYYY)

1. Procedures

The Psychology Lab at St. Mary's University is designed to be used by Psychology. Every effort is made to ensure the Lab is run fairly and ethically, respecting the needs of all faculty and to provide the maximum usage for faculty.

Instructors who qualify to use the Psychology Lab will contact the Psychology Coordinator to make a booking. In doing so, instructors will also outline the intended use and what means will be used to protect the materials in the Lab. Lab users must ensure that confidential and copyrighted material is kept secure at all times. Reports of missing or malfunctioning equipment should be immediately reported to the Psychology Coordinator. Lab users are responsible to ensure the lab is kept in a clean and orderly manner.

Lab users will be required to sign for a key to the Lab. Lab users are responsible for their key and for the Lab. Misuse of the Psychology Lab will result in the researcher not being allowed to use the Lab until further notice.

The Psychology Lab may be used by the Psychology Association or other Psychology student meetings provided there is a Psychology Faculty member available to supervise.