

Webcam Guidance

The guidance on webcams for class was influenced by the rapid change to remote learning in Spring and the following issues:

- Faculty interest for engaging students
- Academic integrity
- Student privacy
- Student access
- Difference with the expectations for Fall 2020 (where students would know in advance that they would be remote or hybrid) versus Spring 2020 where those expectations did not exist.

The Committee was charged on July 23, 2020 by Renata Engel and Yvonne Gaudelius to:

1. Review the current wording of the use of webcams for:
 - a. attendance, engagement, and assessments,
 - b. revisions where we are informing students in advance, and
 - c. alternative approaches to meet those expectations, and to offer those alternatives.
2. Suggest syllabus language for the instructors to use to describe their expectations and use of webcams.
3. Review the technical requirements for remote learning and communicate the technology that students need to have for their courses, with an eye toward adjustments that may need to be included regarding Webcams.

The Committee was composed of:

- Michael Bartolacci, IST Professor from Berks
- David Callejo Pérez, Assoc VP and Sr Assoc Dean, Academic Affairs, OVPCC, Chair
- Jennifer Jacobs, General Counsel, expert on technology
- Angela Linse, Schreyer Institute, Director
- Christopher Millet, World Campus, Head of Learning Design
- Terence O'Heron, TLT, Head of Operations
- Christopher Ritchie, UP, Assistant Professor from Communications
- Holly Swires, Chief Privacy Officer

At our first meeting the Committee decided to take on the following changes for access and socialization of the webcam policy:

- Move to FAQ concept: 1) for everyday use and 2) for learning assessment
- Move language in document from "lower case p" policy to "guidance"
- Created a student version for keeplearning website
- Simplified language to be easily adoptable and understood
- Focus the document on the concept of student privacy-since the Wiretap Law did not apply directly to this topic

- Create a syllabus statement that can be used by faculty
- Link to the technology requirements can be found at: <https://connecttotech.psu.edu/onlinelearning/>
- Engage with the Learning development team to add the info to webinars
- Think about a balance between faculty usage and student advocacy

Over the week, we worked on the shared document, splitting the tasks by having the experts (OGC, CISO) work on the legal language and edited from faculty, designer, and best practices points of view to develop the language in the document. From those discussions, we developed the FAQs for requiring webcams 1) during a class meeting and 2) for exams and assessments.

<https://keepteaching.psu.edu/teaching-and-testing/requiring-webcams/>

Requiring Webcams

When considering the use of webcams in courses offered through remote learning technologies, there are three main factors to consider and balance:

- Academic integrity/integrity of assessment
- Student privacy
- Student access to technology/resources

To balance these factors, the following guidance has been developed.

Class Meetings

During any regular remote instruction, instructors should adopt a camera-optional practice for teaching through Zoom. Instructors should be sensitive to the fact that not all students will be attending online classes from environments conducive to webcam operations. A camera-optional approach respects student issues, such as equity (e.g., some students may not have cameras on their devices), personal safety and security (e.g., some students may be deployed on active military service or be in need of safety or privacy), and religious beliefs. Instructors must also remind students of the plan to record immediately before any recording takes place. See [policy and guidance on class recording below](#).

Exams and Assessments

To protect the integrity of exams and other assessments, instructors may require students to turn on their webcams in order to monitor the assessment, however instructors must notify all students in the class of their intent to record the assessment via **a written announcement at least 5 days in advance**. Instructors must remind students that the assessment will be recorded before any recording takes place. Students should find a location in which they can access a webcam. If that is not possible, students should request an adjustment **within 48 hours of the change announced by the instructor to monitor assessment**. Instructors should take into consideration the facts and circumstances surrounding a student's request and determine whether it is appropriate to grant the request. In such cases, instructors should work with the student to provide an alternate assessment. Screen sharing can also be an option to monitor student work if students are in separate Zoom rooms.

Guiding References

- **Examination policies:**
 - [AAPP policy](#)
 - [Faculty Senate policy](#)
- **Policy and guidance on class recordings:**
 - [AD40](#)
 - [Zoom Recordings: Statement from Penn State's Office of Information Security](#)
- [Existing sample statement on class recording for syllabus](#)
- [Technology requirements for cameras](#)

Syllabus Statement for Courses Requiring Cameras for Assessment Only

This content can be copied into your syllabus.

This course may require you to have a webcam for class sessions and assessments. Classes and assessments may be conducted using Zoom or other technology selected by your instructor which may use your computer's webcam or other technologies to communicate, monitor, and/or record classes, class activities, and assessments. Assessments may also be conducted using proctoring software, which may listen to you, monitor your computer screen, view you and your surroundings, and record (including visual and audio recordings) all activity during the proctoring process. Please contact your instructor if you are unable to comply or have any questions or concerns.