



# Online Content Recording, Storage & Use Policy

## Scope

This policy outlines Kaplan Australia Group's position and requirements regarding the recording, storage, and use of live course content. It applies to Kaplan Business School, Kaplan Professional and Kaplan Higher Education.

## Purpose

This policy establishes guidelines for recording, storing, and using live course content as study resources for both staff and students. Its objectives are to support flexible learning environments and enhance the overall learning experience.

*Note: This policy does not apply to pre-recorded content used within a Class.*

## Definitions

The following terms and definitions are applicable to this Policy.

- Kaplan** means Kaplan Australia Pty Ltd ACN 117 262 165 and its subsidiaries (as defined in section 46 of the Corporations Act 2001 (Cth)).
- Record(ing)** Any audio and/or visual capture of content.
- Class** Any forum dedicated to delivering academic content through presentations, explanations, analyses, or assessments. Examples include lectures, workshops, tutorials, discussion sessions and other online learning forums.

## Policy Statement

This policy sets out the guiding principles for the recording, storage, and use of classroom instruction, tutorial content, and other live communications intended to convey knowledge to students

## Policy Principles

### Copyright Ownership of Teaching and Course Materials

- All original materials created by Kaplan employees (or by contractors during their engagement) are owned by Kaplan unless a written agreement states otherwise.
- The copyright in all recordings of Classes and other live communications by Kaplan staff or contractors is owned by Kaplan.
- Staff must obtain proper permission before recording any third-party copyrighted material. If permission is not secured, recording must be paused when such material is presented.



## Permitted Use

### **Students:**

- May download, stream, or watch a recording solely for personal study in a subject in which they are enrolled.
- Must not copy, distribute, or publish any part of a recording.
- May take notes from a recording only for personal study purposes.

### **Staff:**

- May download, stream, or watch a recording strictly for employment-related purposes, and
- Must not otherwise copy, distribute, or publish any part of a recording.

## Recording of Class Delivery

Kaplan recognises that recording Classes provides an alternative or additional study resource that supports flexible learning and enriches the student experience. To facilitate this, Kaplan:

- Endorses the use of capture recording software for online delivery and recording of Classes outside regular timetables.
- May update or change the approved recording platform(s) over time and will notify staff of any changes.

Requires staff to openly inform students when a Class is being recorded; concealing the recording is not permitted

## Access and Equity

Kaplan acknowledges that recording Class content may be necessary to comply with disability standards and legislation. This practice aligns with Kaplan's Diversity, Inclusion, and Equity policy, ensuring equal academic opportunities for all students.

## Quality of Recordings

While Kaplan strives to produce high-quality recordings of Classes, technical limitations and practical factors may occasionally affect quality. As such, high quality cannot be guaranteed in every instance.

## Guiding Procedures

### Student Recording of Classes

- Generally, recording of Classes by students is not permitted, this includes not recording a class on behalf of absent classmates.
- If Kaplan does not provide capture recording software, students may request permission to record a Class for reasons such as disability, physical impairment, learning difficulties, approved reasonable adjustments or learning enrichment. Requests must be emailed to Kaplan before the Class begins.
- Permission will be granted by Kaplan only if the student agrees to the following conditions in writing:
  - Record only the Class presenter (other class members must not be recorded).
  - Not share the recorded material with anyone else.
  - Not upload the recording to any platform where others could access it.
  - Delete the recording once the subject is completed.



## Guest Presenters

- Guest presenters must be informed in advance, and their written consent received, before their presentation can be recorded.
- Written consent must be securely stored as evidence of their permission.
- If consent is not granted, recording must not proceed, be paused or stopped during the guest presenter's segment.

## Data Retention

- Recordings will be archived for use in future study periods via Kaplan platforms (e.g., the learning management system, website, or content management system).
- Staff must not store recordings in personal email accounts or other private storage.
- Recordings will be deleted in accordance with the Data Retention and Destruction Policy.
- For recordings featuring a guest presenter, the staff member responsible for engaging them must provide the guest with access to the recording (via link or file) upon request for their personal review.

## Recording Permission

By signing Kaplan's enrolment terms and conditions, students:

- Authorise the retention of their photo for identification purposes.
- Consent to the use of any photographs, voice recordings, or video recordings taken during Classes (including those captured by other students) for promotional or marketing purposes, without additional consent or notification.

Students who do not wish to be recorded should inform Kaplan immediately prior to the making of the recording. For online Classes, students may opt out of the recording by keeping their video off, remaining on mute, and participating via chat.

## Privacy Statement

Recorded Classes may capture personal information, such as student names and images, which may be stored on platforms provided by Kaplan's service providers (e.g., the LMS).

For details on accessing or correcting personal information, or for guidance on filing a privacy complaint, please refer to the Kaplan Privacy Policy at <https://www.kaplan.edu.au/privacy-policy/>

## Relevant Legislation

Kaplan operates under various laws and regulations. The key legislation relevant to this policy includes:

- Copyright Act 1968 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education 2005
- Privacy Act 1988 (Cth)

## Related Policies

This Policy should be read in conjunction with the following Kaplan policies available on Kaplan's Intranet and Kaplan school websites:

- Kaplan Copyright Policy
- Kaplan Diversity, Inclusion and Equity Policy
- Kaplan Privacy Policy



## Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officers and Responsible Officer to ensure compliance with this Policy.

<b>Policy Category</b>	Academic			
<b>Responsible Officer</b>	Vice President Academic			
<b>Implementation Officers</b>	Academic Deans or equivalent			
<b>Review Date</b>	June 2027			
<b>Endorsed by:</b>		<b>Approved by:</b>		
Vice President Academic General Counsel, Kaplan Australia		Academic Board		
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved</b>	<b>Effective Date</b>
1.0	Quality Regulations and Standards Team	New Policy	25.06.2020	01.07.2020
1.1	Quality Regulations and Standards Team	Removal of references to MIT	N/A	13.07.2021
2.0	Quality Regulations and Standards Team	Refresh of policy, no material changes made.	20.03.2025	20.03.2025