

Unofficial translation of « Politique sur l'enseignement à distance »

In case of discrepancy, the French version has priority.

## Policy Regarding Remote Learning

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<b>Back History</b>

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## **Preamble**

The main objective of this policy is to stipulate the rules governing the collection and protection of personal information in a teaching context that is fully or partly remote.

### **1. Scope and frame of reference**

- 1.1 The present policy applies to the entire HEC Montréal community and to its various clienteles.
- 1.2 The present policy covers the collection and protection of personal information gathered in a remote learning context.
- 1.3 The Secretary General is responsible for issues related to the protection of personal information under the present policy.
- 1.4 The Directeur des études is responsible for the other issues under the present policy.

### **2. Express consent**

- 2.1 Any person who participates in remote learning must expressly consent to this form of teaching before the start of the course.

### **3. Identification**

- 3.1 Students attending remote classes must identify themselves before being able to participate in any remote class. This identification is generally confirmed by entering a personal login code and a password.
- 3.2 Any faculty member, be they a professor, full-time lecturer or part full-time lecturer, may have online access to the photographs of the students enrolled in his or her course.
- 3.3 The faculty member must use these photographs confidentially and solely for identification purposes for his or her course.
- 3.4 A faculty member may ask a student attending a class to turn his or her camera on for identification purposes

#### **4. Recording of classes**

- 4.1 Only the person who gives a class may record it or authorize anyone else to record it.
- 4.2 Anyone who participates in remote learning understands that the class may be recorded by the person who teaches the class or by an authorized participant. This rule covers both video and audio recording of the class, along with screen sharing and public chat.
- 4.3 Any participants who do not consent to having their image or voice recorded must turn off their camera and microphone. They can participate in the class in writing.
- 4.4 Recordings of classes shall be used solely for learning purposes.
- 4.5 Access to recordings is limited to staff members who gave the course and to the students registered in the course.
- 4.6 A participant may not record a class without prior written authorization from the person who gives the course.
- 4.7 A person who obtains authorization to record a class must pledge to use a recording solely for personal purposes, not to disseminate the recording, and to destroy the recording within 30 days of the submission of final marks for this course.
- 4.8 Teaching materials, recordings and videos used in a remote teaching context are protected by the Copyright Act (R.S.C. (1985) C-42). They may not be copied or redistributed without prior written agreement from the person who gives the course.
- 4.9 All classes or parts of courses that were recorded must be destroyed within thirty (30) days of the release of the final grades for the course. Videos recorded by a faculty member outside of a class may be saved and reused.

#### **5. Integrity of knowledge evaluation mechanisms**

- 5.1 HEC Montréal will take the necessary measures to ensure compliance with the Regulation regarding the Intellectual Integrity of Students.
- 5.2 For remote exams, HEC Montréal may ask the people evaluated to install monitoring software on their personal computers and to use it in accordance with instructions provided by HEC Montréal.

#### **6. Entry into force and revision**

- 6.1 The present policy enters into force as soon as it is adopted by the Academic Council of HEC Montréal, that is on August 26, 2020. It must be revised at least once every two years.