

# Draft Guidelines for Webcams, Video Recordings, and Remote Proctoring

## Introduction

Although live and recorded video offer certain advantages in online courses, there are also concerns around student privacy and equity. As [suggested by the CCCC General Council](#), this document provides guidelines for Modesto Junior College.

## Advantages

- Cameras can help synchronous online courses feel more like on-campus courses. They can enhance the sense of community.
- Cameras enhance direct, real-time communication that includes nonverbal channels present in in-person instruction.
- As with usernames and passwords, cameras can help authenticate student identity. • Some programs have learning outcomes, articulation agreements, accreditation requirements, and other needs that can only be met if webcams are on. Webcams allow certain courses to be offered online.

## Concerns

- FERPA. As the CCCC notes, “a video record of a live synchronous online class retained in a database would constitute a student record if the recording includes the student’s image or an audio recording that could be associated with the student” (6).
- Privacy and Equity. Even with artificial background technology, students’ private and/or home lives may be revealed. There may be background images or sounds, bandwidth problems, homelessness, or other issues. Students may be uncomfortable being on camera for prolonged periods (“Zoom Fatigue”), and there are concerns that their images can be surreptitiously tracked and screenshot by other students.

## Recommendations for Best Practice

### In General

For courses where webcams are necessary either for synchronous portions of the course and/or proctoring,

- To the extent possible and reasonable, notify students in place(s) such as faculty webpage, course registration, syllabus, announcements, etc.
- Explain in location(s) such as the course syllabus how webcams will be used, and provide students a process, should they should need to opt-out for disability or other reasons, as appropriate. For example, a simple statement such as the following could be used: “If using a webcam will be problematic, please let your instructor know as soon as possible so that alternative arrangements can be made.”

- Students with disabilities can still use DSPS for alternate arrangements in courses and exams where webcams are required.

## Synchronous Zoom Courses

For reasons outlined by the CCCC, "Cameras should be presumptively optional for live synchronous online classes" (7). Faculty may encourage webcam video enabled "on" for synchronous courses, when appropriate for educational needs. However, requiring webcam video enabled "on" for synchronous courses should generally be avoided.

- Share with students the benefits of using the webcam: community, participation, accountability, etc.
- Share with students [how to use virtual background technology for webcams and phones](#), [and how to use college resources for any needed technical support](#).
- Encourage alternatives to webcams such as a photo or image.
- If recordings of synchronous classes will be made,
- Adjust [settings so that students are not recorded](#).
- During Q & A portions, pause the recording so students are not recorded. • Assure students that recordings will not be shared outside of the current course.
- If videos of students are a required part of the course, such as for performances or other activities, such videos are covered by FERPA. Waivers should be obtained.

*[Draft Waiver Form to Go Here]*

## Video Proctored Exams

To the extent possible and reasonable, consider assessments that do not require webcam enabled proctoring, such as essays, collaborative projects, portfolios, and other activities. In courses where proctored exams are necessary,

- To the extent possible and reasonable, notify students early that remote proctoring will require a desktop or laptop computer and current Chrome web browser.
- Provide a low or no-credit proctored practice quiz prior to exams so students can practice with the technology.
- Assure students that recordings of proctored exams will remain private between the instructor and student.

## Resources

- [CCCCO Legal Opinion 2020-12: Online Class Cameras-On Requirements](#)
- [College of the Canyons Webcam Guidance](#)
- [How to Adjust ConferZoom Settings so Students are Not Recorded](#)
- [How to Use Virtual Backgrounds in ConferZoom Meetings](#)
- [Zoom Camera Pros, Cons, and Advice from Oregon State University](#)