Camera Use in Online Sessions

Citrus College recommends that instructors adopt a flexible, camera-optional policy for regularly scheduled online sessions (synchronous/hybrid) in which video participation is encouraged but not required. An opt-in approach to camera use will:

1. Protect student concerns regarding privacy and safety
2. Allow for equitable access for students who may not have the technology or internet bandwidth to participate in virtual sessions with cameras on

If a course or assignment is based on visual performance, such as a public speech, presentation or demonstration, live camera participation may be required. However, all live camera participation needs to be clearly outlined in the course syllabus alongside instructions for how a student can communicate concerns and/or challenges to the instructor. Instructors should be prepared to provide an alternative, such as a recorded meeting session, in the event that the concerns and/or challenges cannot be mitigated. Faculty should review the @One Guidance for Recording Class Session on Zoom (linked below).

Regarding FERPA and class recordings:

If an instructor records a Zoom session, it is important that student privacy be protected in accordance with the Family Educational Rights and Privacy Act (FERPA). Recordings with identifiable student information are part of a student's protected educational record.

Faculty should:
1. Notify students that the session will be recorded and where the recording will be available
2. Allow students to opt-out from identification in the recordings by modifying their screen name, muting audio, and/or disabling video
3. Use the Zoom recording settings to disable local recording, disable record gallery view, disable participant names, and enable recording disclaimers
4. Review the [@One Guidance for Recording Class Sessions on Zoom](#)

Suggestions for encouraging student engagement without cameras:
1. Make use of the chat function and encourage students to provide feedback via the chat at intervals during the class meeting
2. Utilize Zoom polls to check for understanding or to ask for feedback
3. Encourage students to use non-verbal feedback (thumbs up, yes, no, go slower, etc.)
4. Make use of the break-out rooms for student to student interaction
5. Encourage students to add a profile picture or avatar to their Zoom profile
6. Survey your students or hold a discussion (on a discussion board) about would make camera participation more inviting

Note:
This is based on and borrows heavily from a policy created by Diablo Valley College that was shared at the DECO October 2020 meeting.