

Overview

Before you can use the Panopto system to record and upload content you must first accept the End User License Agreement (EULA). This will be displayed when accessing the Panopto system for the first time. Once accepted, the terms cover future use of the Panopto system.

To accept the EULA, complete the following steps:

1. Go to <https://brightspace.bournemouth.ac.uk>
2. Access a unit that you are using for a teaching or training activity
3. Click the green 'Record with Panopto' button on the unit homepage
4. Read the license and click **Accept** to use Panopto.

Guidance on legal issues

This section provides an explanation of the EULA text for review in advance of accepting the terms. The purpose of these guidelines is to ensure that the correct legal processes are followed to enable compliant use of lecture capture facilities.

Please note that recordings may be unusable if guidance is not followed.

End User License Agreement

This End User License Agreement is to be accepted by the staff member who, as the principal party to one or more lectures to be given at Bournemouth University (**BU**), has agreed to the sound and image of those lectures being recorded.

This records consent for those recordings and their later use, in whole or part, for educational purposes via one or more channels selected by BU, including the intranet/web and, in particular, the virtual learning environment. In turn, BU commits that it will only allow the recordings to be used, in its reasonable view, appropriately and sensitively; and that they will not be used for appraisal or other performance review.

In accepting the End User License Agreement the lecturer confirms the following:

- I agree to BU recording each lecture I deliver using this system at BU.
- Where I am responsible for making a recording, I will tell everyone present that a recording is being made and I will follow the BU procedures to avoid recording those who do not wish to be recorded.
- I confirm that where I include in any lecture material that is somebody else's intellectual property, including copyright, I am allowed to include the material for educational purposes, including BU and its students using the recording. For these purposes (and in the reference below), the use by BU may include conversion to digital format and storing and publication on the virtual learning environment / on BU web pages.
- I understand that any copyright and other intellectual property in each recording belongs to BU.

- In relation to each recording, I hereby assign to Bournemouth University, including by way of present assignment of future rights, any property performance rights I may have in the relevant lecture; and I waive any non-property rights (including moral rights) now or in the future existing.

BU processes personal data in, and in relation to, a recording for educational purposes in performance of its public task and/or in its legitimate interests. In doing so, BU complies with the Data Protection Act 2018 and General Data Protection Regulation (Regulation (EU) 2016/679). Further information about BU's data protection and privacy approach can be found here: <https://www.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy>.

BU will keep each recording for as long as the educational purposes for which it was made and kept continue to apply (this will include any programme audit requirements).

Further support

- Further resources and support are available in the TEL Toolkit: www.bournemouth.ac.uk/tel-toolkit
- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.