

GLA Privacy Statement on the Conduct of Online Classes
April 5, 2020

The College of Global Liberal Arts is committed to respecting the privacy and confidentiality of all members of the College. The articles contained within this statement (“Articles”) stipulate the rights of participants in online classes conducted by the College of Global Liberal Arts, and apply to all students, faculty, and administrative staff at the College. These Articles apply under the broader jurisdiction of *The Ritsumeikan Trust Personal Information Protection Basic Policy*.

1. Online classes shall only be conducted using platforms approved by the College of Global Liberal Arts. The GLA Office closely monitors all news with regards to information security identified by online security experts, is in constant communication with the IT security division of Ritsumeikan University, and places safety for all parties as its first and foremost priority. Nevertheless, all parties should be aware that the use of software contains potential security risks. If any party is unwilling to participate in online classes because of the risks stemming from the use of online platforms, they should raise their concerns with the class moderator or the College of Global Liberal Arts. All reasonable accommodations shall be made by class moderators and the College to ensure that participants’ personal data is not compromised through the use of online platforms.
2. All parties participating in an online class (“participating party”) shall behave in a manner that is respectful of all other parties and does not cause distraction or disruption to the class. Moderators may remove any party from an online class who is disrespectful, distracting, or disruptive. All parties should be sensitive to the risk of language and gestures typically acceptable in normal communications being interpreted differently in online environments.
3. Participation within the scope of this statement refers to the visual (via video), oral (via audio), or textual (via chat) participation of parties in online classes.
4. No participating party shall share online class access information with uninvited, uninvolved, or otherwise unwelcome parties. Moderators shall remove any such uninvited, uninvolved, or unwelcome party from an online class.
5. No online class shall be video recorded, audio recorded, screen captured, or live-streamed (all hereafter referred to as “recorded”) without the explicit consent of all participating parties. Confirmation of this consent shall be announced by the class moderator once recording of the session begins.
6. If consent is given by all participating parties to the recording of a session, an announcement shall be made when the recording starts and when the recording ends.
7. No recording of any online class shall be distributed to any public forum (e.g., You Tube, social media, etc.) without the consent of all parties involved in the session, nor shared with any private person or channel without the consent of all parties. Confirmation of this consent should be announced by the class moderator once recording of the session begins.

8. No recording of any online class for which consent has been given shall be used for any purpose other than that for which consent has been given.
9. No party in any online class who refuses consent to the recording or distribution of the online session shall be punished or otherwise disadvantaged by their refusal.
10. Any consent that has been given to the recording of a session or the distribution or sharing of a recorded session may be withdrawn by any party during or after the online session. When previously given consent is withdrawn during the session, class moderators will make the necessary accommodations either during the session or with the party at the end of the session.
11. Any party in an online class who needs to record a session due to reasons of accessibility should speak to the class moderator or contact the Student Support Room to obtain a letter of accommodation. Accommodation of such parties shall be provided by the class moderator as possible. Where accommodation is not possible the party should be provided with alternative and where feasible equivalent means of content delivery if the content is relevant to assessment or other College goals.
12. Any party in an online class who has difficulty attending or participating due to personal and/or logistical challenges (including technical problems and time zone differences) should speak to the class moderator to request accommodation. Class moderators shall endeavor to accommodate all reasonable requests, including providing alternative and where feasible equivalent means of content delivery if the content is relevant to assessment or other College goals. If the party believes that reasonable accommodation has not been provided they may forward their case to the Associate Dean of Academic Affairs for consideration.
13. In the case that the recording of an online class is essential to the conduct of the class and some party refuses consent to its recording, all efforts should be made by the moderator of the class to accommodate the party. In the event that accommodations are not possible the party shall be provided with some alternative and where feasible equivalent means of content delivery if that content is relevant to assessment or other College goals.
14. Any party in an online class has the right not to broadcast their image via video or voice via audio during the session. In the case that parties broadcasting their video or audio is essential to the conduct of the class, all efforts shall be made by the moderator of the class to accommodate the party as possible. In the event that accommodations are not possible the party shall be provided with some alternative and where feasible equivalent means of content delivery if that content is relevant to assessment or other College goals.

GLA Privacy Statement on the Conduct of Online Classes – Syllabus Statement
April 5, 2020

The College of Global Liberal Arts is committed to respecting the privacy and confidentiality of all members of the College in the conduct of online classes. All online classes are to be conducted in accordance with the *GLA Privacy Statement on the Conduct of Online Classes* (hereafter referred to as “the *Statement*”), available on the ‘College of GLA Students Page’ on manaba+R, and on the GLAAC website at <http://en.ritsumei.ac.jp/gla/aac/>.

All parties participating in online classes have rights regarding the recording and distribution of online sessions, the broadcasting of video and audio during online sessions, and their non-participation on online platforms they have reason to believe are unsecure. Consent must be granted by all parties in an online session to any recording or distribution of the session. In any case where a party does not give consent to participation in some aspect of an online class that party shall not be punished or otherwise disadvantaged for this refusal in accordance with the articles of the *Statement*. Moreover, such parties shall be provided with alternative means of content delivery if the aspect they refuse to give consent to is relevant to course assessment or other College goals. All parties participating in online classes are expected to behave in a manner that is respectful of all other parties and does not cause distraction or disruption to the class.