CityU Policy Manual	Effective Date: 7/1/2025
	Policy #: 3500.26
	Policy Title: Streaming Media for Instructional Use
	Prepared By: Provost

I. Scope: This policy applies to current University faculty, staff, and students.

II. Purpose: To ensure the creation and use of digital multimedia materials for instructional purposes comply with copyright law, student privacy rights, and University research policies**.**

III. Policy:

Creation and/or transmission of digital multi-media materials for streaming in the classroom (online, mixed-mode, or in-class), whether stored on a University media server, hosted Web service, or provided by a third-party vendor will adhere to the following conditions:

- Compliance with US and Canadian copyright law and practice as articulated in the Copyright Policy (3500.03), Instructional Use of Copyrighted Materials Procedure (3500.03.01), and Works-for-hire Procedure (3500.03.02) including fair use/fair dealing analysis and TEACH Act provisions or, with the Universities Canadian programs, provisions of Canada's Copyright Act and the Copyright Modernization Act of 2012 (Bill C-11) in the case of Canadian programs.

- Compliance with students' rights to limit the disclosure of personally identifiable information (directory information) as articulated in the Student Education Record Access According to FERPA Policy (2300.03.01) and Student Personal Information Access According to PIPEDA and PIPA.

- Compliance with the University's Institutional Review Board policies and procedures for research involving human subjects (3500.00).

Multi-media material covered by this policy includes live or recorded content provided by a third-party vendor, or created by faculty, students, and staff intended for instructional use. Ownership of the materials created by faculty, students, and staff is articulated in the University's Procedures for the Copyright of Works-for-hire Materials.

Multi-media material created by outside vendors, selected by course managers or teaching faculty specifically to support instruction, may be digitized for instructional use:

- In compliance with US copyright law, fair use, and TEACH Act provisions there is no equivalent digital version available and the material is not specifically produced or marketed for classroom use or distance education.

- In compliance with Canadian copyright law, including fair dealing, the Copyright Act, and the Copyright Modernization Act of 2012 (Bill C-11), recognizing that digitizing or copying audiovisual works for instructional use generally requires permission from the copyright holder, except where specific statutory exceptions apply (such as fair dealing for short excerpts or classroom performance of legally obtained works.

IV. Responsibility: The Provost is responsible for review and, as necessary, revision of this policy.

Related Policies & Procedures	
CityU Policy Numbers	2300.03 Student Records 2300.03.01 Student Education Record Access According to FERPA 2300.03.02 Student Personal Information Access According to PIPEDA and PIPA 3500.03 Copyright
CityU Procedure Numbers	2300.03.03 FERPA and Sharing Student Work or Media Rich Content 3500.03.01 Instructional Use of Copyrighted Materials

Unit Head Signature: _____

President's Signature: _____