



## On the Recording of Loft Online/Live Meeting/Zoom Classes

**The Loft does not record online/live meeting/Zoom classes under any circumstances,** including for students who have to miss a class, or for people who want to register for and attend a class but can't, and want to view it at a later date.

Please treat zoom classes like a live, in-person class if someone has to miss it: simply connect with the student about what they've missed, provide any handouts, readings, or writing assignments for them to do before the next class meeting, and offer to get them caught up in other ways (such as a debrief on class conversations, looping them in on student work that may have been discussed, etc).

Why? Many reasons:

- Creative writing classrooms are intimate environments, where trust and camaraderie are important; intimate stories, personal experiences, and sometimes trauma, can be discussed in a writing classroom environment. People need to be present and known in order for this kind of environment to be fostered, and in order for people to feel safe enough to write about and discuss their truths and their stories. Recording a session so someone - an unknown person to the group - can view it later is a violation of this safe space, regardless of the class content or topics.
- People behave differently when they're being recorded; this can interfere with a student's ability to get the full experience of the class they signed up for (feeling censored, feeling self conscious about speaking, sharing their writing out loud - if they know they're being recorded).
- Not everyone feels safe or secure enough to speak up about not wanting to be recorded.

- Creative and intellectual property issues that can come up with recorded content. Students have reported feeling uneasy about discussing their ideas, reading drafts of their creative work, and discussing their experiences, in a recorded environment. Some concerns that have been brought up: What's to stop someone from posting the class on youtube for free; adapting a creative plot point or character from someone else's novel into their own; or exploiting someone's lived experience or story on social media?
- Loft classes are participatory in nature and rely on active participation from each student. Classes succeed best when everyone is present and engaged, and when students are known to each other, have a chance to create camaraderie, familiarity, and trust. It's okay to miss a meeting, but rather than recording class interactions for later viewing, it's best if a teaching artist or fellow classmate can get the missing student caught up on homework assignments or class discussions.

If you have a student who learns differently, or is hard of hearing and requests a recording of the class so s/he/they can play it back louder and repetitively at a later date, you can use the closed caption function instead (you can also speak with the class and/or the education manager about making an exception and using the record function). A syllabus is often helpful in cases like this as well, for students to follow along during the class meeting, and week to week; please consider sharing via a written document with your students. Deaf students can request ASL interpreter services from the Loft; if we have funds available, we can provide this, but likely not for the full year of the program, and likely not for all aspects of the full year program. If there is an accessibility request for class, please email [edu@loft.org](mailto:edu@loft.org) directly to discuss accommodations. We ask for two weeks notice, but please let us know as soon as you can. Any student is welcome to bring an ASL interpreter to class, as well as any kind of aid they need (a PCA, a home health aid, etc) to successfully be a part of class, and the Loft is also available to help coordinate this as well if needed.