

IT Classroom and Event Support Policies

Service Policies:

IT does not provide classroom laptop delivery to faculty who have University-issued laptops.

Requests for classroom/event support and deliveries may be made by faculty and staff only.

Classroom and Event Support equipment may be requested for use on campus. Off-campus use of equipment is subject to approval by the department.

Classroom and Event Support is not normally available on weekends. Requests for weekend service should be made at least 1 week in advance.

Off-campus events are supported by contracting with local audiovisual vendors.

Event support is available for RWU and RWU-sponsored events only. Support to outside groups is limited and is billable according to the IT Classroom and Event Support rate card.

Audio and Video Recording Policies:

Video release is required for IT to record non-RWU staff, students or faculty.

In accord with the RWU Human Subjects Review Board, students in classes may not be videotaped without notification.

IT is not able to provide a technician to videotape class sessions. A video camera (without operator) or webcam delivery (for Panopto recording) is available by request.

Copyright and Fair Use:

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