**SJTU Regulations on Live Streaming and Recorded Course Videos**

In order to further facilitate online teaching and solve the problem of attending lectures for students who cannot register on-site during the pandemic, SJTU has, over the summer 2020, equipped all classrooms in Upper Hall, Middle Hall, Lower Hall, East Upper hall, East Middle Hall and East Lower Hall, and part of the classrooms in Chen Rui Qiu Building, New Upper Hall (Xuhui Campus) and Engineering Hall (Xuhui Campus) with cameras for live streaming and recorded lectures. Here are regulations with regard to use of the course videos recorded during the lectures.

1. According to the course schedule issued by the Academic Affairs Office and the Graduate School, lectures will be automatically broadcasted on the online teaching system and recorded simultaneously.
2. Lecturers are entitled to allow the students taking the courses to watch the recorded course video on demand (VOD) or not. Lecturers can download the course video by themselves.
3. Students can log on to [Canvas@SJTU(https://oc.sjtu.edu.cn)](mailto:Canvas@SJTU(https://oc.sjtu.edu.cn)) with jAccount to watch livestream lectures or lecture VOD after class. In case the lecturer locks the course video, the students cannot watch it on demand.
4. For process control and quality control of teaching, university leaders, relevant staff of the Academic Affairs Office and the Graduate School (authorized by the leaders of the Academic Affairs Office and the Graduate School), teaching supervisors, etc. have the right to watch the course videos. Leaders of the individual schools, teaching supervisors and relevant academic staff of these schools (authorized through application by the dean in charge of education) have the right to watch the recorded course videos of the same school.
5. Other departments or personnel of the university are not allowed to view or copy the course videos, images in the course videos or relevant materials at will. For necessary work use, applications must be submitted by writing to the Academic Affairs Office or the Graduate School, after whose approval is granted can the course video be accessed.
6. Administrators of the online teaching system is responsible for daily operation and technical support. Administrators are not allowed to copy, provide or disseminate any information of the course videos, or to delete or destroy the original records of the course videos without authorization. Administrators must keep the password(s) properly and are prohibited from informing irrelevant people of the password(s).
7. The intellectual property rights of the course videos recorded on the online teaching system belong to Shanghai Jiao Tong University. No department or individual is allowed to use the course videos for commercial use without prior consent from SJTU.