



## Online Recording of Han Language Centre's eLearning Classes

This document highlights the following pointers with regards to the above:

### [1] Why recording is implemented for all our eLearning Classes

- As part of attendance taking;
- As part of HLC's commitment to making our eLearning Classes a safe environment for all our students:
  - Because we would want to ensure and verify that all participants in the class are **registered students of HLC** (so that we do not admit the wrong people into the classes);
  - To ensure that all students are **accounted for during the duration** of the eLearning class;
  - In the event that a student 'disappears' from the screen for too long a period of time, our staff within the eLearning classes will contact the parents to find out what happened (in case the student is not feeling well and is alone at home during time of class);
- To protect our teachers and support staff present within the eLearning Classes

### [2] Under what circumstances are these videos shared with parents

- Videos are a strictly-controlled option for absent students who are unable to attend a replacement class:
  - When a student missed his/her eLearning Class due to valid reasons that can be proven, e.g.: sickness or other unavoidable circumstances beyond their control, such as:
    - disruption of Broadband services;
    - damaged laptop/PC sent for servicing;
    - schedule clash due to an emergency, family bereavement etc

### [3] The security features for all eLearning Class videos shared with parents

- All video links shared with parents are subjected to the following measures:
  - Links are only available for 3 days upon sharing;
  - Option to download video are disabled upon sharing;
  - Recipients of links will not be allowed to edit the videos;
- All videos bear the disclaimer that reproduction and sharing of the videos are not permitted without the written permission of Han Language Centre.