

Livestreaming Policy

1. Summary

- 1.1. This policy was adopted by Solent Students' Union Leadership Team in November 2019 and will be reviewed no later than November 2022.
- 1.2. This policy explains the process followed by Solent Students' Union with regards to the livestreaming of events, games and content by student groups.
- 1.3. For the purposes of this policy, livestreaming is defined as transmitting or receiving live video and/or audio coverage of (an event, an individual stream etc.) over the Internet.

2. Livestreaming process

- 2.1. Students and student groups must adhere to the Student Groups Code of Conduct, which can be found at: www.solentsu.co.uk/about/publications/. This will also include any other relevant Union policy that applies. They can be found at: www.solentsu.co.uk/about/publications/.
- 2.2. It is crucial to protect the reputation of the Students' Union, the University, members of the Union and all student groups whilst livestreaming.
- 2.3. It is mandatory all student groups that livestream MUST book a training session on how to conduct themselves before any livestreaming can happen. This can be done by emailing communications@solentsu.co.uk.
 - 2.3.1. Throughout the year student groups may also request further information and support by emailing the Communications department (this additional support will be given at the discretion of the Communications manager based on staff resource).
- 2.4. Students seeking to livestream their events and/or content must contact the Communities team (studentinvolvement@solent.ac.uk) within a minimum of 7 working days in advance of their streaming activity for support/advice. You must provide the following information:
 - A. Date and times of the livestream.
 - B. Specific details of the broadcast and the platform it's streamed on.
 - C. The risk assessment for the event and/or broadcast.
 - D. Whether the stream is public.
 - E. Whether the content, game and/or event being streamed has any controversial themes, age appropriate content or trigger warnings.
 - 2.4.1. Students and student groups who livestream on behalf of any external booking or client shall do so in line with the 3rd parties' livestreaming policies and procedures.
- 2.5. Student groups can request further support on the day of their livestream broadcast from the union's Communications team (communications@solentsu.co.uk). This would require 20 working days notification and is at the discretion of the Communications Manager.
- 2.6. The livestream may only deviate from the information provided if there are extenuating circumstances such as delays to the broadcast.

- 2.6.1. If any deviation from your schedule has been made under extenuating circumstances, you must inform the Communities department via email at student.involvement@solent.ac.uk immediately.
- 2.7. If the live stream is considered to be high risk, the union has the right to monitor and if necessary, terminate the livestream at any point (see 4.1.).
- 2.7.1. In the event of a cancellation of the livestream, the student group will immediately report this to any parties they have requested support from and provide a public notice.
- 2.8. If there are any issues, controversies or concerns with any aspect of the livestream, the student group is required to inform the Communities team at the earliest possible opportunity, with evidence to substantiate concerns where appropriate.
- 2.9. In the event of a breach of this policy, the individual streamer and/or student group, where applicable will be held responsible for their actions, but not the content of external comments and/or external media. Please see the Student Disciplinary Policy for further details (<https://www.solentsu.co.uk/about/publications/>).
- 2.10. Where possible, streamers are required to restrict the streaming of age appropriate content to the audience it was intended for, for example ensuring that films/games that are intended for audiences aged 18+ are only shown to people who are aged 18+.
- 2.11. Whilst streaming, students must:
- A. Act to moderate offensive comments.
 - B. Always include trigger warnings if their content contains controversial and/or sensitive issues.
 - C. Provide photosensitive epilepsy trigger warnings.
 - D. Not intentionally bring the Union, Solent University, their society, or themselves into disrepute in any way.
 - E. If you commit libel and/or slander against anything or anyone, the responsibility for this will be the individual streamers.
 - F. Adhere to all Union policies and procedures.
 - G. Not engage in any behaviour which is deemed an act of discrimination, bullying or harassment.
 - H. Treat all Union and University property with respect and will not interfere with other people's enjoyment of Union or University facilities or events.
 - I. Conduct themselves at all times in a reasonable and responsible manner of mutual respect and understanding for all members of the University and external community.
 - J. Conduct themselves in a manner that shall not offend others and shall not use foul and abusive language, either orally, in writing or by expression.
 - K. Comply with relevant legislation, including but not solely copyright, libel and / or slander.
- 2.12. Students and student groups who livestream on behalf of any external booking or client shall do so in line with the 3rd parties' livestreaming policies and procedures.

3. Lives streaming platforms

- 3.1. When using any platform that allows for livestreaming the individual or student group is responsible for the following:
 - 3.1.1. The removal of all passwords and usernames on the device used for streaming;
 - 3.1.2. The removal or reset of any data that can be used to livestream;
 - 3.1.3. Clearing any cookies and other data packages that could result in the livestream being used by another party.

- 3.2. When using any device that could be used to livestream the individual or student group is responsible for the following:
 - 3.2.1. Ensure that the device has an encrypted passwords and protection. This password should only be shared with the lead member for the livestream;
 - 3.2.2. Ensure that all devices that could be used to livestream are locked when not in use. If not personal property, the devices should be locked away securely;
 - 3.2.3. Ensure that all devices that could be used to livestream are never left unaccompanied when in use.

- 3.3. If the livestreaming platform and/or account has been hacked or used by another party without permission, you must immediately inform Solent Students' Union by emailing breach@solentsu.co.uk.
 - 3.3.1. If the party responsible for the unauthorised use of the platform is known, please let the above manager know and include any evidence supporting this.

4. Security

- 4.1. **All** livestreaming accounts MUST be set up with the societies "@solentsu.co.uk" email, so that the Union can reset any passwords as a matter of urgency in the event of a breach.
 - 4.1.1. Passwords will not be stored digitally.

- 4.2. **All** passwords are to be changed and updated at the start of each academic term.
 - 4.2.1. **All** passwords should be unique to each platform they are for I.E. Different passwords for Twitter as for Instagram.

- 4.3. Passwords should be limited to only the president / lead member of a student group and other relevant positions/ members,
 - 4.3.1. These passwords should be transferred to new positions and immediately changed during the handover period of any student group;
 - 4.3.2. This also applies if any changes happen with committee members' mid-year.

- 4.4. Any student group device that is set up for broadcast will only be accessible via members of the student group committee.
 - 4.4.1. The student group committee should keep a record of equipment sign-outs;
 - 4.4.2. A list of all individuals who have access to any device used for livestreaming will be given to the Activities Coordinators for a secure record.

- 4.5. **All** accounts must be logged out of any device and the log in details must not be saved to the device.

- 4.6. In the event of a breach you must report this to the Activities, Events and Income manger & the Communications manager immediately with any information and evidence of breach.

5. Key Contacts

- 5.1. If you have any questions, please contact the Communities team

Organisation	Reason for contact	Contact Details
Communities team	Informing of livestream events, providing information about event, provide risk assessments, asking for initial support and help.	student.involvement@solent.ac.uk
Solent Students' Union Activities, Events and Income manager	In-case of serious breach to this contract.	breach@solensu.co.uk
Students' Union – Communications department	Asking for further support, asking for general advice.	communications@solentsu.co.uk
Solent Students' Union Communication manger	In-case of serious breach to this policy.	breach@solentsu.co.uk
Students' Union – Head of Student Voice	Complaints, disciplinary.	su.president@solent.ac.uk