Policy and Procedure

Webcasting Acceptable Use

PURPOSE

The Ontario Telemedicine Network (OTN) offers Members use of webcasting services for educational and information sharing purposes only. Members are not permitted to transmit or present any information that is in violation of applicable law or that infringes upon the rights of another party under the Canadian Copyright Act.

Additionally, OTN supports webcasting of content that is pertinent to the education and workplace needs of health professionals, administrators, staff and the general public. Webcasting is most effective when sessions are transmissive in nature and limited in length.

POLICY

Members of OTN who choose to use OTN webcasting services must adhere to the following terms of acceptable use:

Supported Usage of OTN Webcasting Services:
All webcasts delivered through OTN must meet one of the following criteria:

- *Online Lectures and Distance Learning* – OTN provides Members with the capability to webcast real time and on-demand (archived) lectures to target learners. Learners are able to access the session from the comfort of their personal computers;
- *Training* – Webcasts can be delivered in order to train participants in a live and/or archived format. Typically, webcasts for training purposes will have been developed by OTN), although OTN Members may also deliver webcasts for their organizational training needs;
- *Online Learning Programs* – OTN allows Members to schedule recurring webcasts that can be archived and viewed as a series;
- *General Communication* – Members can utilize webcasting services in order to deliver key messages (e.g. major announcements lunch and learn presentations, information sessions, etc.) to remote audiences.

Non-Supported Usage of OTN Webcasting Services:
OTN does **not** permit webcasting services for the following purposes:

- To demo products or services unrelated to telemedicine and health education;
- To capture, stream and archive clinical events (i.e. for the use of telemedicine technology to deliver health care);

OTN Webcasting Disclaimer:
This Webcasting Centre provides information of a health education nature for practicing health professionals, administrators, staff and the general public. As such, it is possible that some of the content and images found here may be of a sensitive nature. Visitors to the site recognize this and realize that the information provided should not be used in any self-treatment capacity.

OTN does not provide medical advice and information contained on the website should not be relied upon in that regard. You should not act on any messages, information, data, text, software, images, or other content contained on the OTN Website without first seeking the advice of appropriate medical advisors. OTN does not take responsibility for information delivered via webcasts.

Copyright responsibilities reside with the presenter(s). The presenter or host is responsible for taking appropriate action if there has been an unauthorized disclosure of personal health information during the course of the

webcast and for ensuring that the webcast is not archived. In the event that OTN becomes aware that a webcast includes unauthorized disclosure of personal health information and/or offensive or otherwise problematic content, OTN does, reserve the right to terminate a live webcast and not archive a session for on-demand viewing.

OTN offers no warranties of any kind, expressed or implied, for the webcasting services it provides. OTN does not edit archived webcasts for aesthetic or pedagogical purposes.

Webcast organizers must ensure that they follow the processes outlined in the OTN Webcasting Policy and Procedure document.

Members are responsible for ensuring that all materials disseminated and/or information shared through OTN webcasting services comply with this Acceptable Use Policy and all applicable laws and regulations. In addition, the Webcast moderator and/or presenters must inform the audience that the event is being webcasted in either live and/or archived format.

All webcasts must follow steps outlined in OTN's Webcasting Policy and Procedure document. Webcasts that do not meet the terms outlined in this Webcasting Acceptable Use Policy will not be scheduled by the OTN Webcasting Team.

RELATED DOCUMENTS

Subject	Number
Webcasting Policy and Procedure	