Audio Recording Appropriate Use Agreement

The accommodation, which permits students to record lectures or use a smartpen during class, is provided to ensure that students of varying ability are able to obtain information from course lectures.

Recordings taken during class are for the use of individual students and are not to be replicated or shared. The privacy of other students in the classroom must be maintained. Statements made by other students in the classroom cannot be duplicated or shared.

(_______) Recordings from class may not be shared in any way, including with other students. Recorded materials cannot be shared online, posted on social media/networking sites, emailed to parents and friends, etc. This includes comments/statements made by other students as well as the course instructor/professor.
Student initials above indicate that the student agrees and will comply with the statement.

(_______) This accommodation and all created recordings are for the sole use of the authorized student’s course-related study. Recorded materials cannot be used for any other purposes.
Student initials above indicate that the student agrees and will comply with the statement.

(_______) Recorded material used in papers/essays must be acknowledged and correctly referenced.
Student initials above indicate that the student agrees and will comply with the statement.

(_______) Public distribution of recorded materials may constitute copyright infringement and violate federal or state law, or College policy.
Student initials above indicate that the student agrees and will comply with the statement.

(_______) All recordings must be destroyed after the completion of the semester.
Student initials above indicate that the student agrees and will comply with the statement.

In addition to the statements above, the following relevant statements regarding academic honesty can be found in the Compass of Albright College:

• “Academic honesty is part of the foundation of an academic community. Any violation of the highest standards of academic honesty threatens the trust upon which an academic community is built.”
• “Academic dishonesty can take many forms. In general, academic dishonesty is any behavior that results in the circumvention of the work required and expected to gain academic credit.”
• “One form of academic dishonesty is taking another person’s work and presenting it as one’s own. This can result from copying another student’s paper, a display on a terminal, or an exam; using data or information stored in a computer system without explicit authorization or acknowledgement of the author; presenting someone else’s ideas or words as one’s own in a homework assignment or research paper, and so on.”
I, ________________________________ (student name) am requesting the ability to create audio recordings of my courses. I understand that I have been provided with permission to record lectures or use of a smart pen to augment my in class notes/comprehension. This accommodation is based on my functional limitations explained in my documentation (on file in the Disability Services Office). I agree to use recorded material solely to support my course-related learning. I understand that recording others is potentially a violation of their privacy. For that reason, I will not record others outside of the classroom. In addition, I will not share audio recordings in any way. I have read the Audio Recording Appropriate Use Agreement and I will comply with all statements listed above.

_______________________________________  ____________________________
Student Name  Student Signature

_______________________________________  ____________________________
Date

The Office of Disability Services has determined that class recording is an appropriate academic adjustment, based on ______________________________ (student’s name) documentation. Instructors who do not feel comfortable with this accommodation should contact the Director of Disability Services to discuss an equivalent accommodation. By signing below, instructors agree to allow the student named above to record the majority of classes. Instructors have the authority to prohibit student recording if she/he deems the material of the day or other aspects of a given class or its participants to be particularly sensitive. Any apparent conflict with accommodation needs should be discussed with the Director of Disability Services so that an equivalent accommodation can be provided.

_______________________________________  ____________________________
Instructor Name  Instructor Signature

_______________________________________  ____________________________
Date

Please return this form (signed by both student and professor) to Yuriko Beaman, Selwyn – south room 206.