

Audio Recording Agreement

Allows students to audio record classroom lectures and labs. Before recording, students must confirm their intent to record with their professor.

Students must sign the *Audio Recording Agreement* in MyDSO before use.

By signing this agreement students agree to the following:

- I understand this accommodation permits me to audio record classroom lectures/labs using a laptop computer, tablet computer, handheld recorder, smart pen, or other audio recording device.
- I understand that I am responsible for making my own recordings, and that neither my instructor nor the Disability Services Office is responsible for recording on my behalf.
- I agree to use the recordings solely for my own educational purposes.
- I will not copy, reproduce, distribute or otherwise make available the recordings to any other individual or entity, except as necessary to my own education.
- Before I begin using this accommodation, I will discuss recording of class sessions with all instructors whose classes I will be recording to confirm their understanding that their class sessions will be recorded.
- I understand that information contained in the recorded lectures may be protected under federal copyright legislation, and it may not be published or quoted without the lecturer's explicit consent and without properly identifying/crediting the lecturer.
- I understand that recordings are intended to serve as a supplement to my course notes and are not a substitute for my attendance in class. Recordings may not be made for class sessions that I do not attend.
- I agree to stop recording if my instructor requires all students to stop taking notes during discussions where personal information is conveyed.

In rare instances, recording of class sessions may not be appropriate. If an instructor has concerns about a class session being recorded, I will notify the Disability Services Office immediately so that the instructor's concerns can be addressed and, if appropriate, an alternative accommodation may be put in place that will meet access needs.