

Audio Recording/Smartpen Appropriate Use Agreement

I acknowledge that, based on the ACCESS Center's determination, I am eligible for the accommodation of recording lectures or using a smart pen in class. This accommodation is provided to ensure that students of varying abilities are able to obtain information from course lectures and discussions.

By deciding to use this accommodation, I agree to the following terms and expectations:

1. Faculty members have intellectual property rights in their class lectures and the ideas presented in class. Unauthorized distribution of recorded materials violates university policies and may constitute copyright infringement and violate state and/or federal law.
2. Recordings taken during class are for my personal use only, to support my course-related learning, and may be used when studying for the course, either alone or with others.
3. The following uses of recordings are not authorized:
 - Duplicating or copying the recording for any purpose other than personal use.
 - Sharing the recording (or a copy) with any other individual.
 - Distributing or publishing the recording, including on social media or other online sites.
4. The above restrictions apply to comments/statements made by other students as well as the course instructor/professor.
5. Recorded material may be referenced in papers/essays and must be appropriately acknowledged and cited.
6. An instructor has the right to ask all students to cease taking notes at times when topics of discussion are considered sensitive in nature or when students are asked to share personal experiences. At these times recording of lecture/discussion should be stopped as well.
7. Instructors may implement principles of Universal Design in their class which result in no need for students to take notes in class (e.g daily class summary posted to D2L by instructor, one designated note taker for the entire class, lecture capture of course, etc.) In these cases, the instructor may ask that students refrain from recording since other students are not taking notes either. Instructors should make contact with The ACCESS Center to determine if these adjustments are adequate to ensure equal access to students with disabilities.

By electronically signing below, I agree to comply with the above terms and expectations, and I understand that violation of this agreement may constitute academic or non-academic misconduct subject to disciplinary procedures.