

STUDENT AGREEMENT: Audio Recording Appropriate Use

This accommodation, which permits students to record lectures during class, is approved by the office of Student Accessibility and Advocacy (SAA) to ensure that students of varying abilities can obtain information from course lectures.

Please initial the statements below, indicating that you understand and agree to comply with each.

_____ Recordings taken during class are for the use of the accommodated student 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.

_____ 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.

_____ Recorded material in papers/essays must be acknowledged and referenced correctly.

_____ Public distribution of recorded materials may constitute copyright infringement and violate federal or state law, or college policy.

_____ All recordings must be destroyed after the completion of the semester or surrendered to SAA, where recordings will be stored for students' educational purposes and destroyed after the student is no longer enrolled at the college.

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 acknowledgment 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), understand that I have been granted permission to record lectures to augment my in-class note-taking and comprehension. This accommodation is based on functional limitations explained in documentation submitted to the office of Student Accessibility and Advocacy (SAA). 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. Additionally, 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 Signed

The Office of Student Accessibility & Advocacy (SAA) has determined that class recording is an appropriate academic adjustment, based on documentation provided by the student. Instructors who are uncomfortable with this accommodation should contact the Director of SAA to discuss an equivalent accommodation. By signing below, instructors agree to allow the student named above to record most classes. Instructors have the authority to prohibit student recording if they deem 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 SAA so that an equivalent accommodation can be provided.

Instructor Name

Instructor Signature

Date Signed

Please return this completed form to the SAA office or email to saa@albright.edu.