Website language re: audio recording lectures

**Recording Lectures**

The accommodation of using an audio recording device allows students with disabilities to have an equal chance to receive and process information presented in class by supporting their notetaking needs. As with all accommodations, this accommodation is approved on an individual basis following review of documentation and an interactive discussion.

The most common method of making an audio recording in class is by using a cellular phone or laptop. Students may also use a digital audio recording device or a smart (Livescribe) pen. Prior to approving this accommodation for a class, students must sign an agreement, outlining the following conditions:

* Recordings of class meetings are only for the student’s personal use in study and preparation related to the class;
* The student may not share these recordings with any other person, whether or not that person is in their class; post or share on any social media platform, database or other resource;
* The student agrees to destroy any recordings that were made when they are no longer needed for their academic work (for example, at the end of the semester).

Audio recording is permitted for individual private study use only. Use of the audio recording in ANY other manner may be in violation of the Code of Student Conduct and could result in the accommodation being removed. Others in the class do not need to be informed when the class is being recorded as an accommodation.

Audio recordings outside the typical classroom experience (including fieldwork, internships, clinicals, etc.) may need to be discussed on a case-by-case basis in collaboration with the instructors, programs, site and/or the Ross Center if applicable.

**Classes that involve Sensitive Material (for example, self-disclosure)**

Occasionally, instructors object to recording classes that may involve self-disclosure, personal reflection or confidential discussions from students or presenters as part of class, fearing that the recording will inhibit students from sharing freely or compromise anonymity. However, it is important to remember that the use of the recording device is to support the student’s notetaking ability. If these open discussions are not appropriate subject matter for any student to be taking notes, then it would be appropriate to make a general announcement to the class that all students temporarily stop note-taking and turn off all recording devices.

**Instructor’s Right to privacy and protecting copyright**

If an instructor objects to the use of a recording device, it may be because they maintain that a right to privacy of information discussed in the classroom is being violated or because there is a concern about breach of copyright or intellectual property. However, the right to privacy or concern over copyright does not override the student’s right to accommodation. Additionally, students are required to sign an agreement governing their use of recordings.