

## Delta College ~ Office of Disability Resources

### Agreement for Recording Lectures

Under Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act, as amended, institutions of higher education must provide auxiliary aids and services to students with documented disabilities and may not deny equal access to the institution's programs/services, courses and activities. For a variety of reasons, some students are not able to take adequate notes during class. Audio recorders are a legitimate auxiliary aid to supplement or substitute note taking for some students with disabilities.

Faculty members have the option to request a student who uses a recorder to meet to discuss accommodation in the classroom. Arrangement and execution of meeting will be confidential. This discussion should take place within 14 calendar days of receiving the agreement. After two weeks it will be assumed that meeting between student and faculty was not necessary.

Recording of lecture takes the place/ enhances notetaking ability for students with a disability that creates such an accommodation a necessity. **Recording should be paused when instructor is not directly lecturing about content or classroom administration.** This includes but is not limited to instructor personal examples of content, fellow student's classroom contribution and group work. Resulting recordings nor any form of copies of transcripts of the recordings may not be used for any other purpose than as a replacement for notes taken in class, and solely for the student who has accommodation. Recordings will be destroyed or returned to instructor after completion of the class.

In addition, student will not make copies of the recordings, release to any social media, share, upload or otherwise distribute the recordings. At the conclusion of the semester, student will agree to return the recordings to the instructor or delete them.

\_\_\_ Recordings are for my own personal use as an auxiliary academic aid, and will not be shared with anyone else.

\_\_\_ Content of recordings are the intellectual property of the course instructor. As such, release of recordings may constitute copyright infringement.

\_\_\_ If and when other students are forbidden from taking notes, I must turn off (or pause) my recording device.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Notes: