

Audio Recording Agreement
Office for Disability Services

Audio-Recording Policy

In accordance with Subpart E of Section 504 of the Rehabilitation Act of 1973 and Penn State's policy AD40, "Recording of Classroom Activities and Note-taking Services", a student with a qualifying disability, which adversely affects his/her, ability to take or read notes is permitted to record class lectures as a reasonable academic accommodation. Use of this accommodation is subject to the **STUDENT** agreeing to the following conditions.

1. I must notify the instructor/faculty member(s) prior to recording. In addition, due to academic integrity issues relating to the course itself and due to an instructor's potential copyright in the lectures, qualified students with disabilities who require recording as a reasonable accommodation must sign this agreement before the start of the recording.
2. I understand that faculty members have copyright interest in their class lectures, and I agree not to infringe on this right in any way.
3. I will use these recordings only for my personal academic use during all my coursework.
4. I will not share these recordings with any other person at any time, nor will I sell the recording or profit financially from the recording. Furthermore, I will not upload, broadcast, transcribe, share, or release all or any part of the recordings to other students, or for any public use (e.g., websites such as Facebook, YouTube, Instagram, and Tumblr).
5. I understand that the faculty member and students in the class have privacy rights and I agree not to violate those rights by using the recordings for any reason other than that of my own personal study.
6. I will not record the voices of other students. I will only record the voice of the lecturer, unless I am going to be tested on what other students say in class.
7. I will manage the recording device in a way that does not disturb others or call attention to the fact that I am recording a lecture.
8. I understand that my instructor will report any perceived violation to the Office of Student Conduct, and it will be handled according to the University's established procedures and consequences.
9. I will delete the recorded/transcribed materials for my courses in any and all formats within ten calendar days from the completion of the semester. However, if I retain a copy of the recording/transcription for future academic work, I expressly agree that the recording/transcription will never be shared with anyone else, will only be used as a reference for further academic work, and will never be used contrary to the terms outlined in this agreement. Further, I understand that the instructor retains all intellectual property rights in the recording/transcription.
10. One copy of this agreement will be kept in the student's file in the Office for Disability Services. Instructors may request a copy of this signed agreement to keep confidentially in his/her files.

I read and I understand the conditions and limitations of recording lectures. As a condition of using the accommodation of recording class lectures, I fully agree to the conditions and limitations listed above.

Student's Printed Name: _____ PSU ID#: _____

Student's Signature: _____ Date: _____

SDR Staff Member Signature: _____ Date: _____