

## Recording Accommodation Agreement

*You have been authorized by your disability specialist to record your instructor's teaching as an accommodation for educational limitations. Recording in an educational environment is defined as using technology to capture sound and/or visual images for later personal use. Recording devices may include phones, smart pens, tablets, laptops, or other mobile devices.*

### Student Responsibilities:

- Provide recording equipment, including recording device, batteries, and storage.
- Set up recording equipment in a manner that does not obstruct or disrupt the learning environment or demand instructor time and attention.
  - *The student should arrive early to class to sit in an appropriate seat for recording and set up equipment before the onset of class.*
  - *Only content used for grading should be recorded. Recording will be stopped if students or the instructor share private/confidential material.*
- Protect the confidentiality and ownership of the recorded information, which includes:
  - *NOT sharing, copying, or releasing the recording with anyone, this includes a prohibition of all downloaded sharing and posting of recordings on the internet.*
  - *Acknowledging the instructor's copyright ownership of the content of the recorded material.*

### Agreement:

**I have read the above Student Responsibilities for Recording Accommodations and have discussed it with my Disability Specialist. I fully understand what is required of me and I agree to follow the above listed responsibilities.**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Disability Specialist

\_\_\_\_\_  
Date

