

Audio Recording / Electronic Note Taking Agreement

According to the US Department of Education, Office for Civil Rights, the recording of classroom sessions as an accommodation for students with disabilities may not be restricted. It is specifically addressed under Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act. The legal reference, found in the Code of Federal Regulations 34CFR104.44(b) for Section 504 reads as follows:

Section 104.44 Academic Adjustments

(b) other rules. A recipient(college) to which this subpart applies may not impose upon handicapped students other rules, such as the prohibition of tape recorders in classrooms or of guide dogs in campus building, that have the effect limiting the participation of handicapped students in the recipient's education program or activity.

While students with disabilities who need it as an accommodation must be allowed to tape classes, they may be required to sign an agreement which indicates that the tapes will not be sold or used for any other purpose than their own educational needs.

Student/Instructor Audio Recording Electronic Note Taking Agreement:

Recordings of class sessions/lectures are only for the student's personal use in study and preparation related to the class.

By signing below*, I _____ (Student Name), understand that the recordings are only to be used for my personal, academic needs in preparation for the following course: _____ (Title), _____ (semester) and that I agree to all of the following actions regarding these recordings:

I will pause the recording to facilitate the open discussion of sensitive topics and any other time the instructor or a classmate requests that I pause the recording.

I will NOT

- Share information of a personal nature obtained through this process.
- Allow anyone else to listen to or use the recording, except when working with Hampshire academic support staff to develop academic strategies.
- Copy, broadcast, transcribe or share any part of the recordings with any other person, database, or resource.
- Release the recording, profit financially, or allow others to benefit personally from lectures I will record.
- Publish, or otherwise quote, dialogue from the class sessions/lecture without the written consent of the instructor.
- Violate the rights of my instructor and fellow students by using the recording in any manner other than for my own personal study in this course.

After the conclusion of the term, I agree to destroy/delete all copies of the recordings. I understand that a violation of this agreement may subject me to discipline under the Code of Student Conduct or subject me to liability under copyright laws.

*Student Signature: _____ Date: _____

The above referenced student has shown me this signed document.

Professor Signature: _____ Date: _____