

Use of Recording Devices in the Classroom as an Accommodation

Ethical and Appropriate Use Guidelines

Students with disabilities who require recording devices in the classroom as an accommodation will receive approval from their advisor once this policy has been reviewed by the student. Faculty member(s) will receive notice of the accommodation through the Accommodation Form sent out by Accessibility Services.

Rationale:

- Recording of lectures allows a student opportunity to concentrate on the content presented in class, rather than the mechanics of writing.
- Recordings give the student the ability to review material that he/she might have missed or not grasped when initially delivered in class.
- Recordings enable a student to have equal access to class materials that might not otherwise be accessible to the student.

Procedure:

1. To qualify for this accommodation, the student must present the Accessibility Advisor with documentation from a regulated health care professional which identifies a *bona fide* disability related need for recording of lectures.
2. Students will make their own arrangements to record their classes, upon signing this agreement. Recording devices may be available through the Accessibility Services Lending Library.
3. Recorded classroom instruction/lectures will be used only for individual academic use and will not be used for any other purpose.
4. Students who have recorded lectures will NOT distribute or share the recording with any other individual, in any format, without obtaining the prior written consent of the faculty.

5. Faculty may announce to the class that the lecture is being recorded as an accommodation for a student with a disability, without revealing the student's name.
6. Respect the faculty's decision to prohibit recording of classes or portions of classes which may involve personal discussion and self-disclosure. In such a case, the student will work with the faculty to discuss alternative arrangements to the recordings. Students should focus their recording on course material being presented by the instructor and record or capture in a manner that ensures the privacy of other students present.
7. Students who have been authorized to record classroom instruction are permitted to retain their copies until the end of their academic program. Students are responsible for the safe keeping and integrity of the college's intellectual property.

Unauthorized use of recording devices in the classroom and/or failure to comply with this agreement, may result in student code of conduct sanctions being issued to the student.

Student Agreement

I agree to the above conditions of recording lectures.

Student Name (print)

Northern College Student #

Student Signature

Date

Accessibility Services Signature

Date