

## Audio Recording and/or Copies of Course Materials Acceptable Agreement

### I. Introduction

The use of auxiliary aids can be critical for some students with disabilities to have an equal chance to receive and process information orally presented in class. Section 504 of the Rehabilitation Act of 1973 specifically protects the rights of qualified students to access and receive auxiliary aids. Auxiliary aids include audio recordings of lectures, copies of instructors' notes or slides, and a variety of other communication services and devices that allow the student to fully and equally participate.

### II. Definitions

A. Course Materials mean course lecture notes, outlines, slides, PowerPoint presentations, readings, or other content made available to students by the instructor or presenter, or through any University online learning system.

B. Audio Recording means an audio replication recorded on devices including but not limited to: audio recorders, cell phones, smartphones, media players, computers, or other devices that record sound.

C. Students registered with the CAE who are approved for a notetaking accommodation may be approved for any of the below technology-assisted notetaking options:

- i. Otter Voice Notes - Program that audio records and creates a real-time transcription.
- ii. Sonocent Audio Notetaker/Glean Software - Allows students to audio record their course lecture notes in real time using a smartphone, tablet, or laptop.
- iii. Livescribe Smartpen - Allows students to audio record their course lecture notes in real time and links the recordings to handwritten notes.
- iv. Note Taking Express - An application designed to record lectures. It allows you to write notes yourself or utilize a full-time team of professional note takers who provide supplemental notes.
- v. Audio Record Lectures - Allows students to record class lectures using their laptop or cell phone. This is a good option if a student utilizes a specific recording app or program that they want to continue using, and allows faculty to know that you are approved to audio record in class.

### III. Requirements

The Center for Accessible Education's (CAE) approval for the auxiliary aid is solely for the use of the student as outlined in this acceptable use agreement. When approved for the recording of classroom oral lectures and copies of course material, you agree to the following (**Please initial each box below**):

- I agree to use these recordings or lecture notes solely for personal academic use for the course listed in my letter of accommodation.
- I will not upload, broadcast, publish, quote, transcribe, share or release all or any part of these recordings or auxiliary aids, in accordance with federal copyright laws, or without explicit written consent of, identification of, and credit to the lecturer.
- I understand that if I am utilizing audio recording software provided by the CAE, there will be an end date to the loan, and it is my responsibility to contact my CAE Disability Specialist to receive a status regarding my notetaking support accommodation.

#### **IV. Limitations on Use of Recordings and Copies of Course Materials**

The approval of an auxiliary aid is specific to the course listed in the CAE letter of accommodation. An audio recording device as an auxiliary aid is not a broad approval to record student conversations, meetings, or other social interactions taking place outside the classroom setting. Settings in which the accommodation does not apply include, but are not limited to:

- Office hours
- Group study sessions
- Meetings with university representatives
- A setting that is not the classroom, for which the accommodation to capture the oral lecture or presentation is assigned to in the CAE letter of accommodation.

For students, the UCLA Student Conduct Code 102.28 Expectations of Privacy applies and specifically prohibits recording without the consent of all recorded parties and prohibits taking photographs where there is a reasonable expectation of privacy. In remote teaching, advising, chatting, and other engagement in course activities remotely there is a reasonable expectation that photographing, screen capture, or other copying methods or recordings will not occur without express permission from all participants. A violation subjects a student to the disciplinary process. Section 102.23 regarding unauthorized use or sale of University Materials also applies and prohibits the distribution or sale of academic materials and course presentations.

I agree to abide by the Center for Accessible Education's Audio-Recording and/or Copies of Course Materials Acceptable Use Policy and understand that a failure to adhere to the acceptable use described above may result in a referral to student conduct and/or other appropriate university processes.

Name:

UID:

Signature:

Date:

This agreement may be shared with faculty upon request.