

Technology-Assisted Notetaking and Audio Recording Acceptable Use Policy

I. Introduction

Sonocent Audio Notetaker software allows students to audio record lecture notes in real time using a smartphone, tablet, or laptop. Otter is a program that audio records and creates a real-time transcription. Audio recording may occur via any device with the capability. **Students registered with the CAE who are approved for a notetaking accommodation may be approved for any of the above technology-assisted notetaking options. Please note the following:**

When the Center for Accessible Education approves your use of technology-assisted notetaking accommodation, we are approving your use of your device to **audio record course materials.**

II. Definitions

A. Course Materials mean 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. 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.

III. Requirements and Limitations

Your registration with the Center for Accessible Education (CAE) and approval for the notetaking accommodation qualifies you for the use of Sonocent Audio Notetaker software, Otter, or audio recording. When approved for the recording of classroom lectures, you agree to the following (please initial):

- *I agree that I will not copy or release (i.e. publish or quote) any recording or transcription without the lecturer's explicit consent and without properly identifying and crediting the lecturer. Failure to adhere to this guideline may result in the revocation of my Sonocent or Otter license and the use of audio notetaking software as a notetaking accommodation, as well as the possibility of referral to the Office of Student Conduct. _____*
- *Recordings and transcriptions are intended solely for my academic use (studying, study groups, etc.). I will not distribute recorded lectures or transcriptions with any other person at any time. _____*
- *I understand that if I am utilizing software provided by the CAE, there will be an end date to the loan and it is my responsibility to follow up with my CAE counselor to follow-up with my notetaking support accommodation. _____*

B. Limitations on Use of Recordings and Materials

Permission to allow lecture recording is not a transfer of any copyrights in the recording or related course materials. Such recordings and materials may be used only by the individual student approved for the notetaking accommodation and may not be reproduced, transferred, distributed or displayed in any public or commercial manner.

I agree to abide by the Center for Accessible Education's Technology-Assisted Notetaking and Audio Recording Acceptable Use Policy.

Name: _____ UID: _____

Signature: _____ Date: _____