

Technology-Assisted Notetaking and Audio Recording Acceptable Use Policy - Livescribe Echo Smartpen

I. Introduction

A Livescribe Echo smartpen allows students to audio record lecture notes in real time and links the recordings to handwritten notes. Students registered with the CAE who are approved for the accommodation may request a Livescribe smartpen loan from the CLICC lending location at Powell Library. Loan reservations are made by the CAE and students are responsible for picking up and returning the loan at the Powell Library.

Failure to return the Livescribe by the stated deadline listed in your CLICC loan will result in late fines, fines will be assessed per the CLICC late fees guidelines. More information can be found at www.library.ucla.edu/clicc/fines.

When the Center for Accessible Education approves your use of Livescribe smartpen 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 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 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 Livescribe loan and the use of audio notetaking as a notetaking accommodation, as well as the possibility of referral to the Office of Student Conduct.* _____
- *The use of the pen and all recordings are intended solely for my academic use. I will not share the pen with any other person at any time, nor will I distribute recorded lectures with any other person at any time.* _____
- *I understand that if I am utilizing a Livescribe smartpen loan through CLICC, the duration of the loan will be for one quarter and it is my responsibility to follow up with my CAE counselor to follow-up with my notetaking support accommodation.* _____
- *I agree to delete all recorded information from the Livescribe Pen before returning it to the CLICC.* _____
- *I agree that the Livescribe Pen and all included accessories will be returned in good condition and otherwise could be subject to a fine.* _____
- *I am responsible for any additional Livescribe notebooks beyond the one that will be provided.* _____

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. I understand that additional agreements are made with the CLICC Lab when the loan is picked up.

Name: _____ UID: _____

Signature: _____ Date: _____