

Access & Disability Services Accommodations

Use of Audio Recorder - Agreement

The agreement letter is confidential information between the student, the instructor, and Disability Services.

Class: _____ Instructor: _____ Semester: _____

(Student name) _____ is enrolled in your course and is recognized by California College of the Arts as having a disability. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act as amended assure students with qualifying disabilities the right to reasonable accommodations on the college campus to provide them with access to educational opportunities. A "reasonable accommodation" is a modification that assists the student without altering an essential element of the college's academic program (including fundamental course requirements, standards of academic evaluation, instructors' policies regarding attendance and participation, and student code of conduct).

USE OF AUDIO RECORDER - The student may use an audio recorder for lectures, labs, or studios for note-taking purposes. The student will utilize the software "Note-Taking Express" to supplement the student's note-taking. (Recorded material is to be used only for successful course completion and not for duplication and distribution.)

I (student) understand and agree to the following principles related to the utilization of the accommodation of audio recording class sessions

- I understand that audio-recording of class sessions is for no other use than for my own personal studies and note-taking **ONLY**.
- I agree that these recorded class sessions may not be distributed to or shared with others, including other students, by any method currently available or that may become available in the future.
- I am aware that the information contained in the recordings of classes may be protected under copyright and intellectual property laws, and I agree that these recordings may not be copied, posted, distributed, published, or quoted in whole or in part, without the instructor's and/or classmates' written consent and without properly identifying and crediting the speaker.
- I will consider turning off the recording device when **highly sensitive or personal material** is being discussed or when requested to do so by an instructor or a classmate during such a class session. I understand that I can continue to record if I believe it is necessary for study purposes.

Date: _____

Signature of Student: _____

Signature of Instructor: _____