
Audio Recording Policy & Contract

Effective September 2023

Audio Recording as an Accommodation

Audio-recording class lectures is sometimes an accommodation for students with memory impairments, visual impairments, attention deficits or distractibility, impaired auditory processing, or limited manual dexterity. The audio recording is a supplement to the student's own or a note taker's written notes.

There are restrictions placed on students' use of a recording device in the classroom. All students who are granted and intend to use this accommodation are required to read this document and sign the agreement at the end of this document.

Audio Recording Devices and Apps

Approved students may utilize smart-pens, digital recorders, and applications installed on a computer, smart phone, or tablet, for the purpose of making audio-recordings in a lecture. Typically, students for whom this accommodation is granted are those who have difficulties attending to the lecture content and making cogent written notes at the same time; the audio recording allows the student to 'fill in the gaps' after the lecture or clarify meaning in their written notes.

Students with this accommodation who have not purchased their own pen will be permitted to borrow a LiveScribe smart pen from OSDDS through the HCC Library Services and will be provided with LiveScribe notebooks and ink at no charge. Each student must return the pen at the conclusion of every semester so that required maintenance on the pen can be performed. Failure to return the pen will result in a hold on the student's account until the pen is either returned to the library or paid for by the student.

Issues of Concern with Audio Recording

If a student chooses to use a smart pen to implement a note-taking accommodation, instructors must allow the recording of their classes whenever note-taking is permitted by the rest of the class. Instructors may not forbid recording if it has been approved as an accommodation for the

student's disability to provide meaningful access to the educational experience. The recording of lectures is an accommodation mentioned in Section 504 of the Rehabilitation Act of 1973. The issue of copyright as a concern is referenced here.

No consent is needed from other students. However, to ensure compliance with MA Wiretapping Law, professors must notify all students that the class may be recorded for accommodation purposes. This can be accomplished through a simple sentence, which professors can include in the syllabus, in an email message to the class, or as an announcement: **"This class may be recorded for accommodation purposes."**

Classes Involving Student Self-Disclosure

Occasionally, professors object to the use of a recording device in classes that involve a great deal of self-disclosure from students as part of the class, fearing that the use of a recording device will inhibit students from freely sharing. If these open discussions are not appropriate subject matter for any student to be taking notes, it would be appropriate to issue a general announcement to the class to request that any students who are using a recording device turn it off.

Please contact OSDDS at 413.552.2417 or osd@hcc.edu with any questions or assistance in providing this accommodation.

Audio Recording Appropriate Use Agreement

Student initials below indicate that the student agrees and will comply with the statement.

1. () Recordings from class may not be shared in any way, including with other students. Recorded materials cannot be shared online, posted on social media/networking sites, emailed to parents and friends, etc. This includes comments/statements made by other students as well as the course instructor/professor.
2. () This accommodation and all created recordings are for the sole use of the authorized student's course-related study. Recorded materials cannot be used for any other purposes.
3. () Recorded material used in papers/essays must be acknowledged and correctly referenced.
4. () Public distribution of recorded materials may constitute copyright infringement and violate federal or state law, or HCC Student Code of Conduct.
5. () All recordings must be destroyed after the completion of the semester.

I understand that a copy of this completed agreement will be kept on file with the Office for Students with Disabilities & Deaf Services. My course instructors can view a copy of this agreement upon request with OSDDS.

First and Last Name (*Print*)

HCC Student ID#

Student Signature

Today's Date