

## **Recorded Lecture Agreement**

Students registered with the Office of Disability Support Services (DSS) may have an accommodation to record lectures or may utilize recording as a part of their note taking-related assistive technology. This and related accommodations have been approved based on documentation provided by the student verifying the existence of a disability or condition protected under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Eligible students must present a current Letter of Accommodation to their Instructor before utilizing these accommodations.

A student may use an accommodation for recorded lectures or audio note taking if such an accommodation is specifically stated in the student's accommodation letter formulated by DSS. Accommodations related to providing note taking support that involve permission to record lectures include:

- *Permission to record classroom lectures.*
- *Audio note taking support (LSP) - Livescribe SmartPen*
- *Audio note taking support (GfE) - Glean for Education software*
- *Use of a laptop/tablet/mobile device to take notes.*
- *Access to Instructor handouts and slides in advance.*

### **Conditions of this recorded lecture accommodation include:**

- Recordings of lectures or class presentations are authorized solely for personal use by the student with the accommodation in order to achieve the educational goals of the course. This means that the student with the accommodation may not share the recording with other students in the class, with anyone else at Catholic University, or externally to the University, including via social media or any publicly accessible web environment.
- A student with an accommodation that results in a recording and/or transcript of a classroom lecture or presentation may not upload the recording or transcript into an AI platform.
- Students must destroy recordings at the end of the semester, unless the recordings pertain to knowledge used for a series of classes (e.g., Class 101 and 102) or for comprehensive exams. Students must destroy all recordings at the conclusion of their last semester enrolled at Catholic University.
- Permission to allow the recording is not a transfer of any copyright in the recorded material, which belongs to the instructor delivering the classroom presentation. Public distribution of such materials may constitute copyright infringement in violation of federal law, state law, or University policy.
- Recordings, course materials, and lecture notes may not be exchanged or distributed for commercial purposes, compensation, or any other purpose other than being directly related to the academic studies of the student with the accommodation.

Violation of this agreement may subject a student to disciplinary action and/or may result in the withdrawal of a recorded lecture accommodation, at the discretion of DSS. DSS will evaluate the accommodation plan of any student who forfeits access to recorded lectures via a violation of the terms of this agreement to still address their needs.

Instructors should inform the class that lectures will be recorded, but that recordings will be utilized by only the student recording the lecture and may not be shared with others in or outside of the class.

Both parties (Instructor and student) must sign this form.

It is the responsibility of the student to return this form to DSS, either in-person or electronically.

**I, (print name of student and Student ID number) \_\_\_\_\_, have read and understand the above policy on recorded lectures at The Catholic University of America, and I pledge to abide by the policy with regard to any lectures I record while enrolled as a student at The Catholic University of America. I understand that my failure to abide by the conditions laid out in this Agreement may result in disciplinary action.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date