



UNIVERSITY OF CENTRAL FLORIDA

STUDENT ACCESSIBILITY SERVICES

4000 Central Florida Blvd.
Ferrell Commons, 7F, Room 185
Orlando, FL 32816-0161

Student Agreement for Audio Recording and Technology Use in Classrooms

The use of audio recording devices and/or technology for note-taking as a form of access and as a reasonable accommodation in the classroom must be used with great care in the best interest of the academic community (the students and the course professor). Audio recording devices or technology for typed note collection may not always be a reasonable accommodation.

Professors reserve the right to offer an alternative in lieu of audio recording a course session if the act of audio recording will substantially alter the class environment from how it is intended to be experienced or the professor has other significant concerns with audio recording.

Professors also reserve the right to offer an alternative to the use of technology (such as laptops and tablets) for typed note collection purposes if the syllabus course policy is such that the open use of technology is not allowed and if the professor believes use of technology for access purposes would create hardship within the classroom.

Students should consult with SAS if a professor denies the option to audio record a lecture or to use technology for notes and if the professor has not identified other reasonable options.

To respect the faculty members concerns, students connected with SAS and who want to use the audio recording devices or technology for notes must do and agree to the following:

- Seek professor permission to audio record the lecture or use technology BEFORE actually doing so if the course policy is clearly such that audio recordings or technology are not allowed;
- Agree to use the audio recording or typed notes only for personal study purposes (course content review) and for no other reasons;
- Agree to not release the audio recording to anyone without first obtaining professor permission;
- Agree to not post audio files in any public forum or social media outlet that can be accessed by other individuals; audio files are for personal access and accommodation use only and must be stored on personal devices without public access;
- Delete/remove/destroy all audio recording files at the conclusion of the semester or request to the professor a reason to keep the files if believed necessary to retain. Consult with SAS as necessary.

The failure to abide by any of the above points may be considered a student code of conduct violation and subject to a student conduct review.

By signing below, you as the student agree to and understand the terms described above.