

Classroom Audio Recording Privacy Agreement

For disability-related reasons, I am approved for the accommodation of “The student is permitted to audio record and/or use digital transcription software during class lectures.”

Student name:
Course Instructor:
PMC Coordinator:

Student ID:
Course Code:

Recording software:
Recordings will be used for:

I acknowledge:

- ☐ If I use notetaking software to audio record lectures, I will need to obtain my professor's approval and ensure that the recording method complies with the university's privacy policies.
- ☐ Use of any audio recordings and transcripts derived from such recordings are solely for my personal educational purposes and approved accommodation needs in this course.
- ☐ All recordings and transcripts are for my exclusive personal use, and I will not share, disclose, distribute, transmit, publish, upload, or otherwise make accessible, in whole or in part, to any other person or entity, in any format or by any means.
- ☐ I will respect the privacy and confidentiality of all participants. Without explicit prior consent, I will not identify, reference, or disclose the identity, voice, statements, contributions, opinions, or any personal or sensitive information of any individual captured in recordings or transcripts.
- ☐ Recording may be restricted or prohibited in certain circumstances, including but not limited to sensitive discussions or sessions involving guest speakers who have not provided consent. I agree to comply fully with all instructions, directives, and conditions established by the instructor regarding when recording is permitted or prohibited.
- ☐ The instructor retains all intellectual property and related rights to the lecture recordings and any transcripts created from them.
- ☐ Upon completion of the course, I will promptly and permanently delete and destroy all recordings and any transcripts derived therefrom in my possession or control.
- ☐ Any breach of this agreement may constitute a violation of Academic Integrity Standard 10 (Unauthorized Dissemination) and the Student Rights and Responsibilities Policy, and may result in disciplinary action, including sanctions imposed by the Faculty Dean and/or the Office of Student Affairs.

Date:

Student:

Signature:

Course Instructor:

Signature: