Procedures for the Audio Recording of Lectures by Students with Disabilities

PREAMBLE
In accordance with the UOIT Policy on Academic Accommodations for Students with Disabilities and the Ontario Human Rights Code, UOIT staff and faculty have a responsibility to provide academic accommodations to students with disabilities that are consistent with and supportive of the essential requirements of courses and programs, and provided in a way that respects the dignity of students with disabilities and encourages integration and equality of opportunity. Academic accommodations are determined by Student Accessibility Services (SAS) staff based on appropriate documentation as required by Student Accessibility Services.

In certain cases, the audio recording of class lectures, labs and tutorials is form of accommodation that would enable a student to have equal access to class materials that might not otherwise be accessible to the student.

PROCEDURES FOR THE AUDIO RECORDING OF CLASSES
1. Students with disabilities who require audio recording of class lectures, labs and tutorials as a form of academic accommodation must provide appropriate medical and/or psychological documentation to Student Accessibility Services that identifies a bona fide disability-related need for this type of accommodation.

2. SAS staff, upon verification of the need for this accommodation, will prepare a Notice of Accommodation for the students’ instructors indicating that the student requires audio recording of classes as a form of academic accommodation.

3. Students for whom this is an approved accommodation will sign the Audio Recording of Lectures Agreement with their SAS Counsellor or Advisor, confirming that the recording will be used exclusively for the purposes of private study.

4. Course instructors, upon receipt of the Notice of Accommodation, will inform all Teaching Assistants associated with the course of the accommodation requirement.

5. Course instructors may also announce to the class that it is being audio recorded as an accommodation for a student with a disability under the conditions outlined above, without revealing the student’s name.

6. In classes, or portions of classes, where students are encouraged to discuss personal matters or where the use audio recorders may inhibit the free exchange of information and potentially violate students’ right to privacy, instructors may decide to prohibit audio recordings in their classes at those times. In such cases, instructors must provide the student with an alternative means of capturing the course content and participating in the class, such as providing the student with their notes of the discussion that summarizes the principles, theories, and techniques demonstrated within the context of those discussions, without specific content or personal details that may have been shared in such a forum.

7. Student upon the signing of the Agreement will make their own arrangements to audio record their classes, use the recordings for their own personal academic studies, and destroy all copies at the end of the term. Any violation of these conditions by a student will be considered academic misconduct and possible disciplinary sanctions may result.
Audio Recording of Lectures Agreement

The student below is entitled to record class lectures, labs and tutorials as part of their academic accommodation plan, in accordance with the UOIT Policy on Academic Accommodations for Students with Disabilities and the Ontario Human Rights Code.

In order to provide this academic accommodation while, at the same time, respecting Copyright Legislation as well as the Intellectual Property rights to the material which rest with the Instructor, the student has agreed to abide by the following conditions

Student Declaration:

I, ____________________________, Student number: ___________________, enter into this agreement with regards to audio recording of lectures.

I understand and agree to the following conditions:

- I will use these recordings for my own personal academic studies and I understand that information contained in the audio recorded lecture is protected under federal and international copyright legislation
- I will not share these recordings or their contents with anyone
- I will not disseminate this audio material in any manner to anyone else or upload it electronically, whole or in part, to any website or online service
- I will destroy (delete) any and all copies of the recordings at the end of the term and will not retain any part or whole of any of the recordings
- If I fail to adhere to the conditions listed above, the violation will be considered academic misconduct, which may result in disciplinary sanctions that may appear on my academic record
- A violation may also result in the withdrawal of the authorization to audio-record lectures

By signing below I confirm that I have read and understand the Audio Recording of Lectures Agreement and agree to the conditions of this agreement

Student: ____________________________ Date: ________________

Signature

SAS Counsellor/Advisor: ________________ Date: ________________

Signature