



ACCESSIBILITY SERVICES AUDIO AND/OR VISUAL RECORDING ACCOMMODATION

Description:

The accommodation of use of an audio and/or video recording device to record lectures allows students with disabilities to have an equal chance to receive and process information presented in class by supporting their notetaking needs. As with all accommodations, this accommodation is approved on an individual basis to ameliorate the student's disability-related impacts within the classroom.

Methods of making an audio recording may include an audio recording device, a Livescribe pen, or the use of recording software on a laptop or a cellular phone (Sonocent, Audionote). Use of the accommodation of audio recording class lectures is subject to the following conditions:

- Recordings of class lectures are only for the student's personal use in study and preparation related to the class.
- The student may not share these recordings with any other person, whether or not that person is in their class.
- The student acknowledges that the recordings are sources, the use of which in any academic work is governed by rules of academic conduct at Mount Mary University, in addition to federal copyright laws.
- The student agrees to destroy any recordings that were made when they are no longer needed for their academic work.

Students who have been granted permission to audio record class lectures as an accommodation must agree to abide by each of these provisions. Audio recording outside of the typical classroom experience (including fieldwork, internships, clinicals, and etc.) may need to be discussed on a case-by-case basis in collaboration with the instructors, programs, site and/or Accessibility Services as appropriate.

Classes That Involve Sensitive Material (Self-Disclosure)

Occasionally, instructors object to recording classes that involve a great deal of self-disclosure, personal reflection, or confidential discussions from students or presenters as part of the class, fearing that the recording device will inhibit

students from sharing freely or would risk anonymity. However, it is important to remember that the use of the recording device is to substitute and support the student's note taking ability. If these open discussions are not appropriate subject matter for any student to be taking notes, then it would be appropriate to make a general announcement to the class and ask all students to stop note-taking in addition to turning off any recording devices.

If instructors have questions or concerns regarding the recording of their class discussions, or the nature of the information presented and discussed, please consult with Accessibility Services.

Instructor's Right to Privacy and Protecting Copyright

If an instructor objects to the use of a recording device, it is typically because they maintain that their right to privacy of information discussed in the classroom is being violated or because there is a concern about a breach of copyright. However, the instructor's right to privacy or concern over copyright does not override the student's right to accommodation.

For more information on the rights of student's approved for Audio and/or Visual Recording Lectures, please see the Office for Civil Rights – Q & A Regarding Audio Recording (<https://www2.ed.gov/about/offices/list/ocr/docs/auxaids.html>).

It is the responsibility of Accessibility Services to see that the instructor's concern for privacy and protection of copyright is respected and addressed while still assuring the availability of accommodation for the student. In some instances, instructors are reassured about this through the adoption of an agreement between the instructor and student that details the specific limited use of the recordings and arranges for their disposal when the purpose of the recording has been fulfilled. Accessibility Services can assist with the completion and oversight of such an agreement.

Mount Mary University (MMU) is committed to providing equal opportunities in higher education to academically qualified students with disabilities. We work towards an appreciation of students' abilities through partnerships with students, faculty and staff to create a campus community that values the unique talents each person brings.

The University is committed to providing a supportive environment for students with disabilities as well as to complying with all applicable provisions of the Americans with Disabilities Act as amended (ADAAA), Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act (FHA).

Policy adapted from Stanford University.

Mount Mary University, Office of Accessibility Services, 2019