



Accessibility Services

Audio-Recording Agreement

In accordance with the BC Human Rights Code and VIU’s Policy 32.02 (Services Available to Students with a Documented Disability), Accessibility Services may determine that a student’s academic accommodation plan requires the ability to audio record lectures as a method of notetaking. These decisions are based on appropriate documentation, and constitute “reasonable accommodation” to class materials that might otherwise not be accessible to the student. Instructors’ rights to intellectual property are balanced by this agreement, signed by the student, acknowledging the responsibilities below.

Instructors: In classes or portions of classes where the use of audio recorders may potentially violate students’ right to privacy (due to personal discussion or self disclosure), instructors may prohibit audio recording. In such cases, instructors must provide the student with an alternate means of capturing the principles, theories and techniques shared during these sessions. To be fair, instructors should prohibit all forms of notetaking (audio and/or written notes) during these times.

Student Responsibilities:

- I understand that recorded lecture material is considered the intellectual property of the instructor. Classroom discussions may include the intellectual property of the other students in the class.
- I understand the recordings are for my personal study use only, and agree not to share or transmit them in any form to any other person
- I will not use the recording in a malicious manner against the instructor or other students in the class whose classroom comments are captured by the recording
- I agree to erase/destroy the recording at the end of the semester
- I understand that failing to comply with the above guidelines will be considered academic misconduct

Student Name (print) _____ Student Signature _____

Student number: _____

Date signed: _____