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Assistant Dean of Students

Dean of Students  
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## **Student Agreement for Audio Recording and Technology Use in Classrooms**

ADA law\*84.44 of Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112, amended P.L. 93-156) supports the use of recording classroom lectures in certain circumstances. 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 attention in the best interest of the academic community (the students and the course professor).

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. *The Assistant Dean of Students, Dr. Natalie Burick, must approve such accommodations. If other alternatives are offered, please send them in writing to [natalie.burick@sru.edu](mailto:natalie.burick@sru.edu).*

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. Again, an alternative would need to be approved by ODS.

### **Important Notes**

- Students should consult with ODS 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.
- Despite the "two-party consent" requirement of the Pennsylvania Wiretap Act, this requirement only applies when there is an expectation of privacy in a conversation. Lectures and instructional sessions do not qualify as "conversations" under the Wiretap Act, and there is typically no expectation of privacy in the delivery of course material or student interactions in class.
- The Family Educational Rights and Privacy Act (FERPA) protects personally identifiable information in educational records and prohibits disclosure without student permission or a relevant exception. Notably, what students say in class is not considered part of their educational record and, therefore, is not covered by FERPA."

### **Student Expectations**

To respect the faculty members concerns, students connected with ODS 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 ODS as necessary.
- If using a transcription software and have saved files of lectures, please destroy at the end of the semester or at an appropriate time decided by ODS, faculty, and student consultation.
- If recording during sensitive classroom dialogue, please be mindful of student discussions; if a student in the class chooses to share personal/identifying information it may be helpful to turn off the recorder.

**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.**

### **PLEDGE**

I have read and understand the above policy on recorded lectures at Slippery Rock University, and I pledge to abide by the above policy with regard to any lectures I record while enrolled as a student at Slippery Rock University. I will discuss this agreement with the faculty before I start recording in their class.

In addition, if I am signing my name electronically to this document, I agree that my electronic signature is the legal equivalent of my manual/handwritten signature.

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Printed Name

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Signature

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Date