

Audio Recording with Assisted Notetaking Accommodation Instructor Notification

The student presenting this letter to you has been approved to access the accommodation, "Audio Recording with Assisted Notetaking", of class lectures/discussions by the Office of Accessibility Services (OAS).

As this accommodation is implemented/supported at SMCM, the student has been provided with access to an SMCM-vetted/selected software, [Jamworks](#), to audio record class lectures and also access an *approximate* transcript that the student is able to further modify for their notetaking and review purposes.

Background

Under Subpart E of Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA), institutions of higher education must provide auxiliary aids and services to students with documented disabilities. Institutions are prohibited from denying equal access to the institution's programs, courses and activities. Audio recorders, including personal laptops, digital recorders, and Live Scribe pens, are a legitimate auxiliary aid for notetaking for some students with disabilities. Audio recordings are generally considered a reasonable accommodation for students whose disability documentation calls for this accommodation.

Faculty have the option and right, (e.g., intellectual property rights), to require a student who uses any such recording device to record faculty lectures/course discussions to sign an agreement setting forth the terms under which the recording may be used and the length of time the recording may be kept prior to disposal. However, permission to make recordings cannot be withheld if such recordings are reasonably necessary to accommodate a student's disability as defined by law.

Considering faculty rights and the student's approved accommodation, students are required to notify their instructor(s) before using any recording devices to record class lectures, discussions, etc. Neither the resulting recordings nor any form of copies of transcripts of the recordings may be used for any purpose other than as a replacement for notes taken in class. This agreement does not cover the recording of any individual meetings or conversations outside of the classroom lectures or discussions where consent to record should be obtained prior to recording.

Student Agreement for Audio Recording with AI Assisted Notetaking

In signing my name below, I, _____ (student's name), agree to the following conditions about audio-recording class sessions via Jamworks:

- I agree that recording lectures, class discussions, or activities are intended for my personal use to support class preparation and studying only.
- The audio recording device/app I am using is only capturing the audio for the course.
- I will follow all instructor signals about stopping the recording at key points in the course.
- I will not share, send, post, publish, make public, or duplicate any recordings nor will I profit financially or allow others to benefit personally from lectures I record.
- I cannot request that the instructor or another student record class if I am absent from class.
- I agree to delete the recordings no later than two (2) weeks from the end of the semester unless there are extenuating circumstances.
- If I discover that I have access to Jamworks tools beyond those that directly support the audio recording and notes (for example, quizzes, flashcards), I will immediately notify the Office of Accessibility Services.
- I understand that failure to abide by these rules may render me liable to the professor and members of the class for breach of privacy and violation of copyright laws and/or subject to on-campus conduct procedures under the SMCM Student Code of Conduct.

Student Signature

Date

I, _____ (instructor's name), certify that I have been informed of the above student's intention to record class material with Jamworks and will abide by this agreement.

Instructor Signature

Date

Semester

Course

More information, including FAQs about Jamworks, is located on the OAS webpage in Faculty Resources. After the student and instructor have signed this document, the student must return a copy to the Office of Accessibility Services to be kept on file. **If no copy of the agreement is on file for each class, the student's right to record class lectures as an accommodation is null and void.**