# Recording Lecture and/or Lab Agreement

## Student Responsibilities:

If you have been approved for this accommodation, you must use the recordings solely for your educational purposes and not share them with others. It is also important to respect the privacy of other students and not view recordings in public spaces without headphones. Violating these rules may result in consequences such as suspension of the accommodation and informing the instructor.

At the end of each term, you are responsible for erasing all recordings or asking DSS to erase them if you use a loaned recording device.

## DSS Responsibilities:

DSS will ask the instructor to record remote teaching lectures for online classes.

DSS may arrange for the loan of a recorder if you do not have access to one for face-to-face classes.

## General information and tips on digital recorders:

DSS offers a limited supply of recorders for quarterly loans to students approved for lecture recording in face-to-face classes on a first-come-first-served basis. The recorders must be returned at the end of each quarter.

### If you borrow an audio recorder from DSS:

Borrowed recorders are only to be used for educational purposes.

You are liable for any damage, theft, or loss of the borrowed recorder. Upon checkout, you will receive an email receipt that lists the replacement value of the recorder. Replacement costs must be paid, and a hold will be placed on your record until payment is received.