

Audio Recording Guidance

The University of Mary Washington has established the [Policy on Recording Class and Distribution of Class Materials](#) to establish clear guidelines regarding: (1) the audio and video recording of class sessions (meeting, lectures, discussions, etc.); (2) exchange or distribution of class materials; and (3) possession of recorded class materials after the end of a course.

The Office of Disability Resources (ODR) has created guidance on the accommodation of Ability to Record Lecture. This accommodation allows students with disabilities to have access to receive and process information presented in class by supporting their note-taking needs. As with all accommodations, this accommodation is approved on an individual basis and based on disability-related needs through the ODR.

It is very important to protect the confidentiality of students with disabilities. ODR recommends allowing for all students access to record, as this allows for the most inclusive environment as well as the ability for all students to use valuable learning and study tools. However, if an announcement must be made that a student or students are recording, it is advised to make an anonymous statement that will protect privacy, such as “Students will an ODR-approved accommodation for audio recording lectures are permitted to record as needed.”

Faculty Concerns with Audio Recording

Instructors may object to the use of a recording device in classes that involve a great deal of self-disclosure from students as part of the class, fearing that the use of a recording device will inhibit students from freely sharing. The use of a recording device is to replace the student’s note taking ability. If these open discussions are not appropriate subject matter for any student to be taking notes, it would be appropriate to issue a general announcement to the class to request that any students who are using a recording device turn it off, as note taking during these times would be strictly prohibited for all. 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 a specialist in ODR.

It is the responsibility of ODR to support the instructor if there is a concern for privacy and to uphold protection of copyright law, 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. An [audio recording agreement](#) form is available for faculty and student use as needed. Audio recording of lectures is one of the accommodations specifically mentioned in Section 504 of the Rehabilitation Act of 1973. For more information on the rights of students approved for Audio Recording Lectures and the issue of copyright, please see the [Office for Civil Rights – Q & A Regarding Audio Recording](#).

Methods of Audio Recording Include:

- Livescribe pen (e.g., Smartpen)
- Recording software or app on a laptop or a cellular phone (e.g., Sonocent, Audionote, etc.).
- Audio Recorder (e.g., tape recorder, digital recorder)

Student Responsibilities Include:

- 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 Integrity](#) at the University of Mary Washington, in addition to federal copyright laws.
- The student may be asked and should comply with the request 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 ODR, as appropriate.