



Audio Recording Guidelines for Lectures

Rationale:

Duty to Accommodate:

The University of Prince Edward Island is providing a public service to students, through its offering of educational programming. Pursuant to Section 2(1) of the Prince Edward Island Human Rights Act, we are required to provide access to that service in a non-discriminatory manner. We are specifically required to ensure that students with disabilities have equal access to our programs.

For some students with disabilities, audio-recording of lectures is a useful and necessary accommodation that enables them to gain full advantage of a course or lecture that might not otherwise be accessible to them. Such recording is allowable under existing Canadian copyright legislation due to 'fair dealings and exceptions.' For more information about copyright law, access the link below to the Canadian Intellectual Property Office website:

<https://www.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/home>

Permission to audio-record class:

- Permission to audio-record classes may be granted through Accessibility Services to students who have submitted appropriate documentation that identifies this accommodation as supportive of their disability.
- The need for accommodation will appear on the Accommodation Letter that all instructors will receive if they have a student with a disability in their classroom and/or lab environment and are using an audio recording device. This agreement will also be attached to all accommodation letters for reference purposes.
- Students for whom this is an approved accommodation will be required to complete the Audio Recorded Lecture Agreement, confirming that the recording will be used exclusively for the purposes of private study. It will be recommended that students speak to the instructor and make them aware that a recording device is going to be used.
- If a student has permission to audio-record a class, the course instructor should inform any lab assistants, teaching assistants or other class/lab assistants that the student has permission to do so.
- At the discretion of the instructor both note-taking and audio-recording may be prohibited during classes or portions of classes which involve personal discussion, self-disclosure, and sensitive personal information.
- Students should be notified that the class will be recorded.



Classes that involve self-disclosure from students:

In some cases, instructors may object to the use of an audio-recording device in classes (or portions of classes) that involve personal discussion and self-disclosure by students, fearing that audio recorders will inhibit the free exchange of information and potentially violate students' right to privacy. However, because the use of a recording device is necessary as a substitute for/extra support for the accommodated student, it would be unfair to require the accommodated students to stop recording while allowing other students to continue taking notes. Therefore:

- At the discretion of the instructor both note-taking and audio-recording may be prohibited during classes or portions of classes which involve personal discussion, self-disclosure and sensitive personal information.
- As an alternative in such cases, the accommodated student may be provided with copies of notes made subsequent to such discussions by a designated note taker. Such notes should refer only to principles, theories and techniques demonstrated within the context of those discussions and not to specific content or personal details that may have been shared in such a forum.
- If there are specific circumstances in which it is deemed inappropriate to audio-record a particular class (or portion of a class), students should be made aware of this well in advance.

Other notes:

- The duty to ensure that all students have full access to all lecture/tutorials, etc., still remains. ● If a student is able to access written material, options may include the services of a note-taker or the provision of lecture notes by the instructor.
- If it is essential for the student to receive information in an audio format, options may include the provision of the full transcript in electronic format (enabling the student to use text-to-voice software, if applicable) or having lecture notes dictated onto tapes or digital recording devices (ex: Scribe Pen or Dragon Dictate).
- The specific alternative that may be appropriate in an individual case should never be assumed, but should be discussed by the instructor, student and Accessibility Services. All parties should be clear on which provisions are being made well in advance of the class itself.

Visiting Lecturers:

Visiting lecturers are considered to be 'agents' of the University. As such:

- They should be notified by the inviting party that a student has been given permission to audio-record classes in order to prevent them from being at a substantial disadvantage for reasons related to a disability or impairment.
- If the visiting lecturer does not grant permission, the responsibility remains with the inviting party to ensure that any existing disadvantage is alleviated. In such circumstances, alternative options, such as those listed above, must be considered.



Audio Recorded Lecture Agreement

I understand that because of my disability I have the right to produce audio recordings of class lectures for my personal study only.

I understand that the recording is intended for my appropriate use as a student and no other purpose.

I understand that I may not share the audio recording with anyone without the consent of the instructor and/or visiting lecturer.

I understand that information contained in the audio-recorded lecture is protected under federal and international copyright legislation, and may not be published, placed on the internet, or quoted without the instructor/visiting lecturers' explicit consent and without properly identifying and crediting the instructor/visiting lecturer.

I will audio-record lectures using a digital recorder/digital pen for the sole purposes of study and note-taking.

I will stop audio-recording:

- During non-instructional time such as: before class, during breaks, or after class. -
- When requested to do by the instructor in advance.

I will dispose of and/or delete all audio/digital recordings of the lectures at the conclusion of the course.

I understand that violating this agreement falls within Academic Regulation 20 - Academic Integrity. As per this regulation, "Academic Dishonesty will not be tolerated" and that "one or more of the following sanctions may be imposed, depending on the seriousness of the offence": i) the instructor, within his/her authority for assignment of course grades, may impose:

- a) a reprimand;
- b) assignment of a mark of zero or a percentage failure for the piece(s) of work under review;
- c) assignment of a failing grade in the course. The instructor will provide the registrar with a percentage grade for posting on the student transcript;
- d) suspension of privileges in cases where the offenses have involved misuse and/or abuse of the library, computer or other University resources;"

Please review the policy in its entirety here:

<https://calendar.upei.ca/current/chapter/undergraduate-and-professional-programs-academic-regulations>

I have read and understand this agreement on audio-recording and I agree that I will follow the terms of this agreement.