

Audio/Video Recording Accommodation Agreement

Students registered with the Disability Resource Center approved for *Audio Recording Lectures*, must agree to abide by the following to utilize their accommodation:

- I will provide my instructor my accommodation letter prior to recording a lecture/meeting on my device (phone, computer, or application such as Otter.ai).
- I will only use recordings, captions, and/or transcripts for my personal studies and to address communication barriers related to audio-related content.
- I will delete recordings, captions, and/or transcripts when I no longer need them for my academic work and/or at the completion of the course.
- I understand that my accommodation only authorizes me to record for my own personal use. The University of Florida Student Honor Code prohibits me from providing this recording to others without express written permission from the faculty member.
- I understand federal copyright laws may protect the information contained in recordings, captions, and/or transcripts and that I have no legal right to share, distribute, or quote such copyrighted material without giving proper recognition/citation.
- I understand that UF clinical/practicum/experiential sites have policies regarding recording sensitive information and I will create a plan with my site supervisor to verify deletion of recordings as directed.

By signing below, I agree to abide by this agreement and understand my responsibilities regarding appropriately utilizing my accommodation to record.

Student Name: _____

UFID: _____

Student Signature: _____

Date: _____

Please note: The University of Florida Student Honor Code Article II G: Unauthorized Recordings states: "A Student must not, without expressed authorization from Faculty, make or receive any Recording, through any means over any medium, of any academic activity, including but not limited to a Recording of any class or of any meeting with Faculty. Students registered with the Disability Resource Center who are provided reasonable accommodations that include allowing such Recordings must inform Faculty before making such Recordings"

The student should give a copy of this form to their instructor/site supervisor after completing and signing.