



LECTURE RECORDING AGREEMENT

I, _____ (print name), agree that in recording academic lectures I will use the recordings and the information from the recordings only for my personal educational benefit. I will not release to others, post on the internet/website, or disseminate any part of the recordings or course materials to others or in any other way prevent the instructor's ability to copyright the lecture. Only lecture/theory based information shall be audio recorded and/or virtually scribed.

Small group discussions, proprietary, and confidential information shall not be recorded at any time. If a course or portion of the course involves personal comments or private information that would be inappropriate to record, I will stop recording and only resume recording when/if lecture resumes. The professor retains the right to request any recording to stop and is encouraged to inform students ahead of time if a class session may contain sensitive material.

I also understand that the professor retains the right to inform a class that recordings are being made, but will do so respecting the confidentiality of the student receiving accommodations. They will not reveal the name or any identifying information about any students receiving a lecture recording accommodation.

At the end of each term, I must go to ODS to delete all recordings made in person and return any rented assistive technology.

If there are any concerns regarding this accommodation, please contact the Office of Disability Services at ODS@westmont.edu.

By signing this agreement, I acknowledge that if I violate the terms outlined above, Westmont and/or the professor may discontinue the ability to record lectures, and I may be subject to further disciplinary action.

Student Signature

Date

