

Student **Accessibility** Services

Western New England University

Tips from SAS- Supporting students with audio-recording as an approved SAS accommodation.

The accommodation of use of an audio recording device to record lectures allows students with disabilities to have an equal opportunity to receive and process information presented in class by supporting their notetaking needs. As with all accommodations, this accommodation is approved on an individual basis to mitigate the student's disability-related impact within the classroom. Methods of making an audio recording may include an audio recording device, a Livescribe pen (see below for additional pen information), or the use of recording software on a laptop or a cell phone.

A) Use of the accommodation of audio recording class lectures is subject to the following conditions:

- 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 conduct at WNE.
 - The student agrees 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.
 - The recording standards apply to online courses as well.
 - Similar guidance applies to visual recording of the whiteboard or copies of the instructors notes.

B) 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 SAS as appropriate. The recording standards apply to visual recordings and copies of instructors notes.

C) Classes That Involve Contain Sensitive Material (i.e., Self-Disclosure) Occasionally, instructors object to recording classes that involve a great deal of self-disclosure, personal reflection, or confidential discussions from students or presenters as part of the class, fearing that the recording device will inhibit students from sharing freely or would risk anonymity. However, it is important to remember that the use of the recording device is to substitute and support the student's note taking ability. If these open discussions are not appropriate subject matter for any student to be taking notes, then it would be appropriate to make a general

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announcement to the class and ask all students to stop note-taking in addition to turning off any recording devices.

D) Livescribe Pens. A Livescribe pen or smart pen as noted on the faculty notification letters allows the student to independently manage technology assisted note-taking.

- A Livescribe pen, records the lecture while the student writes notes- the pen is recording the location on the page allowing the student to return to a note and hear an associated portion of the lecture.
- The pens are discreet and available for purchase at many retail stores, people are not required to have an accommodation to purchase a Livescribe pen.
- Students with an approved accommodation have a Livescribe pen noted as a smart pen on the accommodation letters/emails.

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 SAS staff member in the Student **Accessibility** Services office.

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