



## **Classroom Recording Policy**

The recording of classroom lectures, discussions, simulations, and other course-related activity is governed by this classroom recording policy. The University of Redlands' policy on classroom recording balances the legitimate needs of students with disabilities that require the accommodation, the intellectual property concerns of its instructors, and the privacy of its students.

Federal law states that students with documented disabilities should be allowed to record classroom activity. The Office of Academic Success & Disability Services will determine if classroom recording is an appropriate academic adjustment, auxiliary aid, and/or service with respect each individual student's documentation. Prior to the recording of any classroom activity, a recording agreement must be signed by the student and the Instructor, and filed with the Office of Academic Success & Disability Services (see attached). The recordings must either be destroyed or stored with the Office of Academic Success & Disability Services at the end of the semester. The student may not re-publish or share the recordings without the Instructor's explicit permission.

Students without documented disabilities may also request to record classroom activity. However, in such instances, the Instructor will have the sole discretion to determine if recording will be allowed. If the Instructor permits the recording, the Instructor shall use the same recording agreement described above. A signed agreement must be filed with the respective Dean of the School or College prior to the recording of any classroom activity. Unless otherwise explicitly agreed to by the Instructor the recordings will be destroyed or stored by the Instructor at the end of the semester.

As to both non-disabled and disabled students, Instructors have the authority to spontaneously, or in advance, prohibit recording of personal student information. For example, an Instructor may tell students in a counseling class that a student's personal discussion of their own life challenges must not be recorded.

Students enrolled in a class where classroom activities are being recorded will be informed electronically prior to the first recorded class session.

The classroom recording is to be used solely for the personal use of the student. The University prohibits the distribution of classroom recordings in any manner. Under no circumstances shall classroom recordings be used in the evaluation or sanctioning of instructors and students. Any alleged violations of the Classroom Recording Policy will be referred to the University conduct process, and possibly to the Academic Review Board.

## Recording Agreement

In accordance with Section 504 of the Rehabilitation Act at 34 C.F.R. Sec. 104.44(b), I have a documented accommodation need to record class lectures for my personal use only. I understand that lectures recorded for this reason may not be shared with others without the written consent of the instructor. I also understand recorded lectures may not be used to evaluate any faculty members or other instructors. I agree to meet with Academic Success & Disability Services to dispose of the recorded material upon completion of the class and after a grade has been assigned.

I agree to abide by the Policy for Recording Lectures while enrolled as a student at the University of Redlands. I am aware that the information contained in the recorded lectures may be protected under federal copyright laws and may not be published or quoted without the expressed consent of the instructor and without giving proper identification and credit to the instructor.

I understand that I must refrain from recording any personal information revealed by any faculty member, other instructor or student about themselves or other individuals.

I understand that I am accountable to the standards listed in the Code of Student Conduct (<http://www.redlands.edu/docs/StudentLife/CodeofStudentConduct.pdf>). Section 10.D.4 states that students cannot engage in "Intentional theft or unauthorized taking of the property of the university or property of a member of the university community"; Section 10.E.6.i states that students cannot participate in any "Unauthorized copying, installation, and/or distributing electronic media by any means." Any alleged violations of the Policy for Recording Lectures will be referred to the University conduct process, and possibly to the Academic Review Board.

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Student Signature

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Signature of Instructor

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Signature of Witness

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Date