

Audio Recording & Transcription Services Agreement

State and federal law require that students be permitted the use of a digital recorder. This includes SmartPen, and/or real-time/remote captioning services in an academic setting when recordings/transcripts of materials is necessary to provide reasonable accommodations for documented disability. The following agreement is intended to protect the rights of the student and the faculty member while complying with the law.

I, _____, do hereby agree to:

- Use audio recordings from digital recorders, or SmartPens, or transcriptions only for student and classroom use.
- Not to share these recordings, transcriptions, notes or slides with any individual or entity without prior consent from my instructor.
- Turn off or pause my recording device when other students are forbidden from taking notes.
- Not use recorded or transcribed materials in any way which would interfere with the legal right, privacy, or faculty member's ability to obtain copyright.
- Delete all files and recordings from computers, SmartPens, and digital devices within 40 days from the end of each term.

"I understand that this agreement remains in effect for the period of time that I am authorized by the Office of Services to Students with Disabilities to use this accommodation as a student at California State University, San Bernardino; and that failure to abide by this agreement would constitute a violation of the Standards of Student Conduct (Title V) and shall be reported to the Office of Student Conduct and Ethical Development."

Name (printed): _____

Student ID: _____

Student Signature

Date

Staff Signature

Date