

## SmartPen

### Procedures and Guidelines

#### PROCEDURES:

1. Submit a request for SmartPen at least thirty (30) days prior to the first day of classes each term. The request can be submitted through AIM [here](#). Once the request has been submitted, any changes in the student's class schedule should be updated in AIM as soon as possible.
2. Meet with the Notetaking and SmartPen Coordinator or designee to discuss lending policies and sign a SmartPen Release form prior to loan of equipment.
3. Students must sign the Audio Recording and Transcript Services Agreement prior to receiving the SmartPen. This is to be done each term the student checks out the SmartPen.
4. First-time users are required to watch a SmartPen tutorial.
5. Sign a SmartPen Return form when equipment is returned. All equipment must be returned before the last day of final exams unless otherwise specified.
6. Upon final return of SmartPen, users are requested to complete at survey.

#### GUIDELINES:

1. The student's SSD Counselor must approve the SmartPen as an accommodation.
2. First-time SmartPen users will be permitted a notetaker and a SmartPen for the first term of use. If the student chooses to utilize a SmartPen thereafter, the student cannot submit a request for a notetaker unless otherwise approved by their counselor.
3. Students can check out the SmartPen each term.
4. The student will be provided with a single subject notebook for each class the student is enrolled in. If the student is enrolled in three classes, the student will be given a three-subject notebook; any additional classes after the three, the student will receive a single subject notebook. It is the student's responsibility to purchase and/or print additional paper if needed.
5. The student will not be provided a new notebook if the student swaps or changes classes.
6. It is the student's responsibility to always ensure the SmartPen is charged. The student will be responsible for getting notes from a classmate if the pen is not charged or left at home, work, etc.
7. It is the student's responsibility to notify the SSD office immediately of any pen malfunction issues.
8. It is the student's responsibility to notify the SSD office immediately if the equipment is damaged, lost, or stolen at [ssdnotetaking@csusb.edu](mailto:ssdnotetaking@csusb.edu).
9. If the equipment is returned in a damaged condition, lost or stolen, or is missing parts, the student will be responsible to pay to replace the damaged or missing equipment. The student will also be responsible to pay to replace lost or stolen equipment. Failure to do so will result in a registration hold being placed on the student's record.
10. The student will utilize the equipment for school purposes only.

11. The student will not sell, reproduce, or redistribute the equipment or pencasts to anyone in any manner. These pencasts are solely for the student's personal academic use and **may not** be used for any other purpose or shared with anyone other than the student and SSD.
12. The student will not use the SmartPen during a quiz or exam. Any electronics used during quizzes/exams will be considered academic dishonest and will be handled according to university policy.
13. Questions or concerns regarding requested SmartPen services should be directed to the SSD office or [ssdnotetaking@csusb.edu](mailto:ssdnotetaking@csusb.edu).

**I have read and understand, and agree to follow the SmartPen Procedures and Guidelines.**

Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_