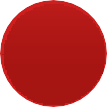


**Accessible**



Learning Services

# Digital Recording Accommodation Guide

Students who require digital recording of lectures have a disability that impacts the ability to efficiently process verbal and visual information presented in class. As such, the student will benefit from revisiting verbal and visual lecture information in order to effectively learn concepts. Digital recording may include, audio, photographic, or video recording.

**Audio recording**of lectures allows a student opportunity to concentrate on the contentpresented in class, rather than the mechanics of writing.

**Photographic or video recording** aids comprehension when learning objectives that are delivered in a highly visual format, where audio alone would not be adequate~~.~~

Digital Recordings give students the ability to review material that they might have missed or not grasped when initially delivered in class. As a result, all students can benefit from digital recordings and instructors are encouraged to take the lead and create recordings as part of a Universal Design for Learning. Instructors can contact the Centre for Teaching and Learning for technological assistance.

# Digital Recording Guidelines

To qualify for this accommodation, the student must present the Accessibility Counsellor with documentation from a regulated health care professional (e.g. physician, psychologist and psychiatrist) that supports digital recording of lectures.

1. The Accessibility Counsellor updates the CAAP to include this accommodation as well as reviews these guidelines with the student.
2. The studentemails an initial or revised CAAP to the professor of the course where the digital recording accommodation will be used
3. The professor reviews the Digital Recording Student Agreement with the student.

Digital recording of lectures is allowable under existing Canadian copyright legislation, due to the exception of fair dealing. For those interested in accessing more information about copyright law as it relates to fair dealing and exceptions please refer to the Canadian Intellectual Property Office website at:

<http://strategis.ic.gc.ca/sc_mrksv/cipo/cp/copy_gd_protect-_e.html#section06>

However, at the discretion of the professor, digital recording may be prohibited during lectures that involve discussion on topics that may yield personal or confidential information and are likely to involve a degree of self-disclosure. If there are specific circumstances in which it is deemed inappropriate to record a particular class (or portion of class), all efforts will be made to inform the student well in advance. In circumstances where recording of lectures is not permitted, alternative arrangements to recording should be discussed between the professors and student.

# Need Help?

Throughout this process students can meet with their Accessibility Counsellor to discuss this accommodation. Faculty can contact the student’s Accessibility Counsellor (name and contact information can be found on the student’s CAAP) with any questions or concerns.

# STUDENT AGREEMENT

1. Use the recorded files only for personal study and for **NO** other purposes.
2. **DO NOT**, under any circumstances, distribute or share the recording with any other individual, in any format, without obtaining, the **prior written consent** of the professor.
3. Respect the professor’s decision to prohibit recording of classes or portions of classes which may involve personal discussion and self-disclosure. In such a case, the student will work with their professor to discuss alternative arrangements. Students should focus their recording devices on course material being presented by the instructor and record or capture in a manner that ensures the privacy of other students present.
4. Understand that the information contained in the recording is protected under federal and international copyright legislation.
5. **Do not publish or quote** any lecture material without the professor’s explicit written consent and without properly identifying and crediting the professor.
6. **Failure to comply with this agreement may be considered a violation of any applicable Mohawk College policy including the Student Behavior Policy.**