



Audio Recording of Lectures by Students with Disabilities

Preamble

In accordance with the university's Policy on Academic Accommodations for Students with Disabilities and the Ontario Human Rights Code, Ontario Tech staff and faculty have a responsibility to provide academic accommodations to students with disabilities that are consistent with and supportive of the essential requirements of courses and programs. Accommodations are provided in a way that respects the dignity of students with disabilities and encourages integration and equality of opportunity. Academic accommodations are determined by Student Accessibility Services (SAS) staff based on appropriate documentation as determined by SAS.

In certain cases, the audio recording of class lectures, labs and tutorials is an accommodation that will enable a student to have equal access to class materials that would not otherwise be accessible to them.

Procedures

- 1) Students with disabilities who require the audio recording of class lectures, labs and tutorials as a form of academic accommodation must provide appropriate medical and/or psychological documentation to SAS that identifies a bona fide disability-related need for this type of accommodation.
- 2) SAS staff, upon verification of the need for this accommodation, will prepare a Notice of Accommodation for the student's instructors indicating that the student requires audio recording of classes as a form of academic accommodation.
- 3) Students for whom this is an approved accommodation will sign the Audio Recording of Lectures Agreement with their SAS Counsellor, confirming that the recording will be used exclusively for the purposes of private study.
- 4) Course instructors, upon receipt of the Notice of Accommodation, will inform all teaching assistants associated with the course of this accommodation requirement.
- 5) Course instructors may also announce to the class that it is being audio recorded as an accommodation for a student with a disability but may not reveal the student's identity.

For more information or to book an appointment

Call: 905.721.3266

Email: studentaccessibility@ontariotechu.ca

Website: ontariotechu.ca/studentlife

North location: Student Life Building

Downtown location: 61 Charles Street Building





6) In classes, or portions of classes, where students are encouraged to discuss personal matters or where the use of audio recorders may inhibit the free exchange of information and potentially violate any students' right to privacy, instructors may decide to prohibit audio recordings in their classes at those times. In such cases, instructors must provide the student with an alternative means of capturing the course content and participating in the class, such as providing the student with the instructor's notes of the discussion that summarizes the principles, theories, and techniques demonstrated within the context of those discussions. No personal details of any student will be shared.

7) After signing the agreement, the students will:

- a. make their own arrangements to audio record their classes
- b. use the recordings for their own personal academic studies
- c. destroy all copies of recordings at the end of each term

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