

Audio/ Zoom Recording Agreement

I understand that, because I am a student enrolled at Lakehead University who has a documented disability that affects my taking or reading notes, Student Accessibility Services (“SAS”) have arranged an academic accommodation for me to audio record and/or to receive access to zoom recordings (with closed captioned transcript provided) of my class lectures for use in my personal studies only.

I am aware that the information contained in the audio/zoom recorded lectures is protected under federal copyright laws and may not, as a general rule, be published or quoted without the express consent of the lecturer and without giving proper identification and credit to the lecturer.

I agree:

1. that in perpetuity I will not distribute, email, post, or otherwise communicate, or in any manner give or permit access to, the audio/zoom recordings of class lectures, whether recorded by or provided to myself for academic accommodation purposes (hereinafter collectively called the “Recordings”), to any other person without the written consent of the lecturer except to the extent, and only to the extent, that the Recordings contain evidence for an action that is both authorized under a Lakehead University policy and initiated by myself, including without limitation an appeal that I make under either the *Senate Policy Regarding Academic Appeals* or the *Student Code of Conduct*;
2. that similarly, in perpetuity, I will not disclose or permit disclosure, in whole or in part, of the comments of either the course instructor or anyone else, including other lecturer(s) and students contained in the Recordings, without the express consent of the originators of those comments, except to the extent, and only to the extent, that those comments
 - a. are required by the course to be disclosed for participation or grading; or
 - b. constitute evidence for an action that is both authorized under a Lakehead University policy and initiated by myself, including without limitation an appeal that I make under either the *Senate Policy Regarding Academic Appeals* or the *Student Code of Conduct*;
3. to erase/destroy/delete irretrievably the Recordings when they are no longer required for the purposes of private study for my courses;
4. that this Agreement applies to every course at Lakehead University for which I receive a Recordings accommodation through SAS;

5. that contravention of this Agreement with respect to Recordings may constitute breach of Academic Integrity under the *Student Code of Conduct - Academic Integrity* (linked under “General” at <https://www.lakeheadu.ca/about/policies-procedures/policies>).

I have read the above Audio/Zoom Recording Confidentiality Agreement and hereby agree to abide by these guidelines.

Student Name (Print)

Student Signature

Date