



## Disability & Learning Support Service

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### Policy on the Recording of Lectures

**The DCU Disability & Learning Support Service (DLSS) is committed to providing a range of support services in line with best practice for students registered with the DLSS.**

#### **Purpose**

The purpose of this document is to outline the procedure for students, who due to their disability or medical condition are unable to take lecture notes and need to record instead.

#### **Scope**

This policy applies to all students registered with the DLSS who need to record lectures.

***Students should note that there may be certain lectures where the recording of material is not appropriate; in this instance an alternative will be found in discussion with the students, lecturer & the DLSS.***

#### **Policy Statement**

The DLSS supports students whose documented disabilities note an impact on their ability to take notes during class and need to record lectures.

This service is provided as a necessary academic reasonable accommodation and is not considered a substitute for a student's full participation in each class/lecture.

#### **Roles and Responsibilities**

A designated member of the DLSS is responsible for meeting with the student seeking to record their lectures. If approved, a meeting will then be arranged with the Assistive Technology Officer to discuss alternative recording devices e.g. LiveScribe Pen or Digital Dictaphone. These will be provided by the DLSS.

Students should note that if they record lectures the content of the lecture remains the property of the University. You must seek permission from the lecturer to record their class. The information must be used only for your own personal study; you should not reproduce it or pass it on to anyone else.

### Sanctions

Should it become apparent that the above responsibilities of the student have not been met or permission not sought from a lecturer to record, the support will be reviewed and possibly withdrawn.

### Related Documentation

- [DLSS Code of Practice for Students](#)

### Contacts

DCU Disability & Learning Support Service


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### Policy Review

This policy will be reviewed annually.

### Version Control

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Version Reference	2.0	
Document Owner	Head of DLSS	
Approved by	Unit	
Date	12/03/2015	

**Agreement to Record Lectures**

**I understand my rights and responsibilities when recording lectures and agree to abide by the conditions as stated.**

**Student's Signature**

**Student's Name:** \_\_\_\_\_

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

**Assistive Technology Officer:** \_\_\_\_\_

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