

Recorded Lecture Agreement

For Students

I understand that it is my responsibility to notify the instructor before the beginning of the semester that I may be recording class lectures due to my accommodations through OAS.

I understand that information contained in the recorded lecture is protected under federal copyright laws and may not be reproduced or uploaded to publicly accessible websites. I will not copy, distribute, or share these recordings with any other students. At the end of the semester, I will delete the recorded materials in any and all formats.

I understand that recorded lectures may not be used against the faculty member, other lecturers, or students, except when required by law (such as in cases where an explicit threat has been made to public safety).

I, _____, have read the above-stated policy on recorded lectures at West Virginia University, and hereby agree to abide by it while enrolled as a student at West Virginia University.

For Instructors

A student with a qualifying disability who has registered with the Office of Accessibility Services and receives notetaking as an accommodation will be recording lectures for his or her personal study use. Information contained in these recorded lectures is protected under federal copyright laws and may not be reproduced or uploaded to publicly accessible websites without the instructor's express written permission. These recordings will be deleted at the end of the semester. Instructors may request a copy of their recorded lectures at any time. Recorded lectures will not be used against the faculty member, other lecturers, or students except when required by law (such as in cases where there is an explicit threat has been made to public safety).

Students will keep this form for their own records, and a copy of the signed agreement will be kept in the Office of Accessibility Services file on the student.

Both the student and the instructor must sign this agreement before lectures may be recorded.

Signature of Student

Signature of Instructor

Course Title and Number

Date