



**Student Life**

Glenn Roy Blundon Centre  
St. John's, NL Canada A1C 5S7  
Tel: 709-864-2156 TTY: 709-864-4763  
Fax: 709-864-3011 [www.mun.ca/blundon](http://www.mun.ca/blundon)

**Agreement for Audio Recording Lectures  
At Memorial University of Newfoundland**

A student may audio record lectures provided that the student is deemed by the Campus Co-ordinating Centre for students with disabilities to require such recordings to accommodate a disability and that this Agreement is signed by the student. A copy of the University's Accessibility for Students with Disabilities Policy is available at <http://www.mun.ca/policy/site/policy.php?id=239>

I, \_\_\_\_\_, agree to take all reasonable steps necessary to safeguard the intellectual property and privacy rights of the instructor and other students, which steps shall include the following:

1. never using the audio recordings in any manner other than for my private studies in the course;
2. never sharing or transmitting the audio recordings with or to anyone except a person who is acting in the capacity of my tutor to whom I may share the recordings but not transmit or provide a copy;
3. respecting and protecting the privacy of the instructor and my classmates;
4. never reproducing, publishing, selling, or quoting the audio recordings or any part of the recordings in any way (e.g., under no circumstances will I post the recordings or any part of a recording on an Internet site or any social media such as Facebook, You Tube, etc.);
5. providing appropriate security to protect the recordings from loss or theft (e.g., not leaving the recorder/tapes/digital file unattended in an unsecure location; using passwords on the recording device and/or digital file);
6. immediately erasing the audio recordings when no longer needed or, at the latest, on the award of a final grade for the course; and
7. confirming to the Campus Co-ordinating Centre in writing, via my MUN E-mail account no later than three business days following the awarding of the final grade for the course, that all recordings have been securely deleted/destroyed and that no copy has been retained or given to any other person.

I understand that violating the terms of this Agreement may result in Memorial University withdrawing permission to audio record lectures, the denial of similar requests in the future, and sanctions.

I understand that information contained in audio recorded lectures is protected under federal and international copyright law and any violation of these rights may subject me to discipline under the "Use of Copyright Materials Policy" (available at [www.mun.ca/policy](http://www.mun.ca/policy)) or subject me to liability under copyright law.

I have read and understand the above Agreement. I agree to abide by the above-stated terms of this Agreement in relation to my enrollment in \_\_\_\_\_ (course name and section number) during the 20\_\_\_\_ (semester/session).

\_\_\_\_\_  
Student's Signature & MUN Student No.

\_\_\_\_\_  
Date

cc Student, Instructor, Unit Head, & the Campus Co-ordinating Centre

**Access to Information and Protection of Privacy**

Collection of information through this form is authorized by the *Access to Information and Protection of Privacy Act, 2015* and is needed for and will be used to provide academic accommodation and for the administration of Blundon Centre programs and for no other purpose and will not be disclosed except as authorized by law. If you have any questions about the collection and use of this information, contact the Blundon Centre at 709-864-2156.