

## Policy for Audio Recording of Lectures as a Reasonable Accommodation for Students Registered with Disabilities

<b>Date approved:</b>	21/11/2025	<b>Date policy will take effect:</b>	21/11/2025	<b>Date of Next Review:</b>	21/11/2028
<b>Approving Authority:</b>	Academic Council				
<b>Responsibility:</b>	Vice President for Academic Affairs & Registrar, Academic Administration & Student Affairs Manager, Disability Officer				
<b>Consultation undertaken:</b>	DkIT Institute Management Planning Committee (IMPC) Disability Advisors Working Network (DAWN) guidelines				
<b>Supporting documents, procedures &amp; forms of this policy:</b>	Reasonable Accommodations Policy for Students with Disabilities.  DkIT Granting of Reasonable Accommodations in Examinations to Learners with Disability Policy.  Procedure for the Administration of In-Class Examinations for Students with Reasonable Accommodations.				
<b>Reference(s)</b>	Disability Act 2005, Equal Status Act 2000 – 2018 as amended				
<b>Audience:</b>	Public – accessible to anyone				
<b>Category:</b>	Student Centred Learning, Teaching and Assessment, Learning Resources and Student Support.				

## 1 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment(s)
1	21/11/2025	Academic Council (AC:DOC:202:06:03)	<ul style="list-style-type: none"><li>• Policy approved for the first time.</li></ul>

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## 2 Introduction and Purpose of Policy

DKIT is aware of its obligations under the Disability Act 2005 and the Equal Status Acts 2000-2018 and is fully committed to fulfilling its duty to students with disabilities by providing them with reasonable accommodations on disability-related grounds.

DkIT is committed to inclusive approaches to learning, teaching, and assessment and to respect the diversity of the student body and ensuring that all students can learn and flourish. DKIT will implement reasonable accommodations to help alleviate any disadvantages that students with a disability may experience. As part of that commitment, DKIT Disability Service has invested in audio recording technology to support students with a disability, who require lecture recording as a reasonable accommodation.

This policy reinforces DKIT's strategic commitment to foster an inclusive and fair culture that promotes success for all students and our obligations under the Equal Status Act 2000-2015. This policy is also underpinned by the Institute's Strategic Plan 2024-2028 as well as other DkIT policies with complementary aims and objectives, which include the DkIT Equity of Access and Participation Policy, and the DkIT Admissions Policy.

A definition of disability can be found in **Appendix One**.

## 3 Application and Scope

The purpose of this policy is to outline the policy and procedure for students, who due to their disability or medical condition find it difficult to take lecture notes and need to record the lecture. It is widely recognised within the Higher Education sector that audio recording of a lecture is a reasonable adjustment for a student who is not able to take their own notes as a result of their disability.

The term 'recording' refers to any audio recording of a lecture or teaching session (not including tutorial) using a piece of software or equipment issued by the Disability Service.

The policy has been developed for students who are registered with the DkIT Disability Service and assessed during their Needs Assessment meeting as requiring lecture recording as a reasonable accommodation to enhance the quality of the student experience and ensure equal inclusivity and accessibility of lecture materials.

Audio recording technology is provided to supplement a student's experience and does not replace student contact hours and should not be seen as an alternative to attending a lecture.

DKIT will assist with the right to lecture recording as a reasonable accommodation in accordance with its statutory obligations. The student will have provided the Disability Office with evidence of their disability, that has been completed by an external relevant professional which verifies the student's disability.

This policy highlights the process that must be followed by students, permitted to record a lecture, to access this specific reasonable accommodation and details the Audio Recording Agreement (Appendix 2) that must be adhered to when using this accommodation.

## 4 Policy Principles

### 4.1 Disability Service Role in Providing Lecture Recording as a Reasonable Accommodation.

For a student to avail of lecture recording as a reasonable accommodation, they must register with the Disability Service at DKIT to have a Needs Assessment completed. During the needs assessment meeting, the nature of the disability will be discussed to determine the students' specific needs. If lecture recording is deemed to be a necessary reasonable accommodation and the student wishes to avail of this accommodation, the Disability Service will support this.

- The Learning Agreement (LA) will clearly state that lecture recording is a necessary reasonable accommodation for the student.
- The School Administration Office will be issued with a copy of the student's Learning Agreement for dissemination to the lecturing team detailing the reasonable accommodations. The LA will only be shared with the relevant lecturers who must consider how best to fulfil the request.
- The student must sign and comply with the Audio Recording Agreement.
- Lecturers are requested to support this reasonable accommodation or provide a suitable alternative if audio recording is not permitted., such as:
- An alternative would be a copy of the class presentation/slides or notes with a reasonable transcript of the lecturer's comments in class.
- Provide audio recording of the lecture/class captured by the lecturer themselves.
- Provide electronic copy of class slides/notes with an audio recording of the lecturer's comments in class.
- The lecturer will decide which form of reasonable accommodation will be permitted and will inform the student accordingly.
- If a student has been granted permission to record classes/ lectures, the relevant lecturer will advise the students of instances where recording is not permitted, e.g. copyright is held by a third party or sensitive content.
- In line with GDPR obligations the lecturer should make every effort to protect the privacy of a student who has been granted the reasonable accommodation.

### 4.2 A student's role in availing of this reasonable accommodation.

- A student wishing to record lectures as a reasonable accommodation must be registered with the DKIT Disability Office.
- A student who has been assessed as eligible to record a lecture must read, sign and adhere to the Audio Recording Agreement (**Appendix 2**).
- Students who have been permitted to audio record lectures must seek approval to record and agree on a start date from the lecturer for which they will be recording the lectures.
- In some instances, audio recording may have to be paused during a lecture due to data protection or sensitive issues. In this case the lecturer will indicate this to the student, and the student must adhere to it.

- A Lecturer may indicate that a particular lecture may not be suitable for audio recording, as outlined above in section 4.1, an alternative may be provided.

#### **4.3 Terms of Agreement for a student recording of lectures as a reasonable accommodation.**

A student recording lectures must comply with the following terms and conditions as per the audio recording agreement.

- Students recording lectures must accept and sign the Audio Recording Agreement.
- The recording software/equipment is solely for the use of the student to which it has been assigned to, other students may not avail of this software/ equipment.
- The software/equipment has been issued for recording and note-taking purposes so that the student can create and organise notes during lectures and for home study. It is not to be used for any other purpose other than note-taking/ revision for college.
- Audio recordings may only be made by a student using equipment or software resources approved or allocated by the DKIT Disability Service.
- The recording of class tutorials, student discussions and student presentations is strictly prohibited.
- Any audio taken during lectures is the intellectual property of DKIT and is solely to be used for personal use.
- The following is strictly prohibited:
  - Sharing of any audio with a third party and no third party is allowed to listen to the recorded audio.
  - The posting / displaying of recorded lectures/classes on any public forum including the internet, any social media, electronic or external channels is strictly prohibited.
  - The reproduction, transferring, exchanging or distribution in any public manner.
- It is the responsibility of the student to ensure audio recorded during lectures is kept secure from unlawful usage.
- Where audio recording has been permitted as a reasonable accommodation, a student's recording account will be deactivated upon completion of the DKIT studies. Recording equipment shall be returned at the end of their course or when requested to do so by DKIT Disability Service.
- Recorded material may only be retained for the purpose and duration of the course of study. It must be deleted when the student has completed the course.

## 5 Infringements

- Students in breach of any of these terms of agreement may be subject to further disciplinary measures under the DKIT Code of Conduct Policy and the reasonable accommodation may be withdrawn or suspended pending investigation. The main consequences include:
  - Unauthorised or covert recording of lectures is typically treated as a disciplinary offence, and this can lead to formal disciplinary proceedings being issued against the student.
  - Students who breach the terms of the agreement for recording may have their right to record revoked.
  - Unauthorised sharing, publishing or distribution of recorded lectures may violate copyright laws, as the recordings remain the intellectual property of DkIT or the Lecturer.
  - Depending on the severity of the breach, students may face academic penalties as part of the disciplinary process.
  - Students will be required to delete any unauthorised/covert recordings immediately.
  - In extreme cases, if there is a specific lawful request based on a particular investigation, recordings may be shared with law enforcement agencies.

## 6 References

### Disability Act 2005

<https://www.irishstatutebook.ie/eli/2005/act/14/enacted/en/html>

### Equal Status Act 2000 – 2018

<https://www.irishstatutebook.ie/eli/2000/act/8/enacted/en/html>

### Admissions Policy

<https://www.dkit.ie/assets/uploads/documents/Policies-and-Guidelines%20/Academic-Policies/Admission-Progression-Recognition-and-Certification/Admissions-Policy.pdf>

### Equity of Access and Participation Policy

<https://www.dkit.ie/assets/uploads/documents/%20Policies-and-Guidelines/Academic-Policies/Admission-Progression-Recognition-and-Certification/Equal-Access-and-Participation-Policy.pdf>

## Appendix 1: Definitions

Word/Term	Definition (with examples if required)
Disability	<p>The legal definition of disability, which is outlined in the Equal Status Acts (2000-2018), defines disability as follows:</p> <ol style="list-style-type: none"><li>1. “The total or partial absence of a person’s bodily or mental functions, including the absence of a part of a person’s body,</li><li>2. The presence in the body of organisms causing or likely to cause, chronic disease or illness,</li><li>3. The malfunction, malformation, or disfigurement of a part of a person’s body,</li><li>4. A condition or malfunction that results in a person learning differently from a person without the condition or malfunction, or</li><li>5. A condition, illness or disease which affects a person’s thought processes, perception of reality, emotions or judgement or which results in disturbed behaviour”.</li></ol> <p>These include “a disability which exists at present, or which previously existed but no longer exists, or which may exist in the future, or which is imputed to a person.” A disability is significant, long term and/or enduring in nature.</p> <p>Disability covers a broad range of physical and sensory impairments, medical conditions specific learning difficulties, and mental health conditions that have a long-term and adverse effect on work and study.</p>
Reasonable Accommodation	<p>As referred to in the Equal Status Act 2000, a reasonable accommodation is any action that helps to alleviate a substantial disadvantage due to a disability and or significant ongoing illness. The Equal Status Act 2000 requires the DkIT provide reasonable accommodations for students who have a disability or significant long-term condition, so long as these do not have more than a nominal cost.</p>



## Appendix 2: DKIT Audio Recording Agreement

### DKIT Audio Recording Agreement



Disability Service  
Seirbhís Míchumas

I confirm that I have registered as a student at Dundalk Institute of Technology (DKIT) for the academic year ..... and that I have received Reasonable Accommodation to use audio recording equipment/software as outlined below by the Disability Service on

Date: .....

Livescribe Pen ☐ Glean software ☐ Digital recorder ☐

### **Guidelines on Permitting Students with a Disability to Record Lectures.**

As part of the Disability Needs Assessment process in DKIT, permission to record lectures may be deemed to be a reasonable accommodation (RAs) and this will be stated in the student's learning agreement. Students provided this accommodation have agreed that all recordings remain the intellectual property of DKIT and are for personal use only.

Students may not make audio recordings of lectures without the express consent of the individual lecturer.

Please note:

- The recording software/equipment is solely for the use of the student to which it has been approved for, other students may not avail of this software/ equipment.
- The software/equipment has been approved for recording and note-taking purposes so that the student can create and organise notes during lectures and for home study. It is not to be used for any other purpose other than note-taking/ revision for college.
- All audio recordings taken during lectures are solely to be used for personal use. Students are not permitted to share any audio with a third party and no third party is allowed to listen to the audio.
- It is the responsibility of the student to ensure audio recorded during lectures is kept secure from unlawful usage. A breach of these conditions outlined will be a breach of DKIT's disciplinary regulations.
- Where access has been granted to an audio recording resource from DkIT, the student's recording account will be deactivated upon completion of their studies in DKIT. For those using a DkIT supplied digital audio recording device, they shall return the device to DKIT Disability Service at the end of their final academic year or when requested to do so by DkIT Disability Service.
- Recorded material may only be retained for the purpose and duration of the course of study. It will be deleted on completion of their studies, normally 31 August.

**Please review and tick each statement once you agree and will comply with each point below.**

I understand that I have been approved to audio record class lectures solely for educational purposes to enhance my learning experience and for no other purpose.	
I understand that I may not share audio recordings with others or profit financially from the content I record. No third party is allowed to listen to the audio.	
I understand that information contained in the audio-recorded lectures is protected under legislation and may not be published or quoted without the lecturer's explicit consent in writing and without properly identifying and crediting the lecturer.	
I understand that audio recordings may only be made using a dedicated device approved by DKIT Disability Service.	
I understand that in some cases recording may be prohibited at the discretion of the lecturer when the content involves personal discussion and/or self-disclosure.	
I agree not to record small group teaching situations such as seminars and tutorials.	
I understand that the lecture content remains the intellectual property of DKIT.	
Lecturer approval must be sought and granted in advance of recordings being made.	
I have read in full the DKIT Policy for Audio Recording of Lectures as a Reasonable Accommodation.	

I understand that if I find any changes or issues with the software/ equipment, I must inform the Disability Officer and Assistive Technology Officer as soon as possible.

Student Signature: .....

Student Number: .....

Date: .....