



INSTRUCTOR AGREEMENT FOR USAGE OF
LIVESCRIBE SMARTPEN/VOICE RECORDER/LAPTOP

INSTRUCTOR:

MGA's Disability Services Office provides students with the LIVESCRIBE SMARTPEN or DIGITAL VOICE RECORDER or LAPTOP as a tool to assist them with taking notes during the course of the semester.

What you should know about the Voice Recorder, Laptop, or SmartPen ("Equipment"):

- 1. The Equipment is only to be used when the student is taking notes as part of their note-taking services with the Disability Services Office. Inappropriate use is strongly discouraged.
2. The student has agreed that any audio recordings made and any data obtained through use of the Equipment will only be used for educational purposes associated with their note-taking accommodations with the Student Disability Resource Center. Information should not be uploaded inappropriately or made public.
3. The student agrees to clear any audio recordings from all borrowed Equipment prior to returning it to Disability Services at the conclusion of each semester.

QUESTIONS? PLEASE DIRECT TO ALLEN CHASTAIN AT 478-934-3023.

I, as the instructor, authorize _____ to use the SMARTPEN to record hand-written notes and audio portions of my lectures for the purpose of assisting the student with taking notes during the semester.

Instructor Signature _____ Date _____

STUDENT:

I agree not to post or make public anything I have recorded with the Equipment or any other recording device. I agree to the rental equipment terms as stated by my DSP

Student Signature _____ Date _____ MGA ID# _____

Student Printed Name _____ Fall/Spring (circle) Year: _____