



LIVESCRIBE SMARTPEN/VOICE RECORDER/LAPTOP TERMS AND CONDITIONS

We are excited to be able to provide you with the LIVESCRIBE SMARTPEN, VOICE RECORDER and/or LAPTOP (“Equipment”) as a tool to assist you with taking notes during the course of the semester.

There are a few details you need to know:

You need to make your professor aware of the Equipment we have provided for you. We will give you an Instructor Agreement Form that you can give to your professor. Please have them sign it and please return it to the Office of Disability Services. Unless the professor gives written consent to allow the use of the Equipment, you must not make any audio recordings using those devices.

The Equipment is only to be used when you are taking notes as part of your note-taking services with the Office of Disability Services. Inappropriate use is strongly discouraged. Any audio recordings made and any data obtained through use of the Equipment should only be used for educational purposes associated with your note-taking accommodations. Information should not be uploaded inappropriately or made public. The notes we receive from you are kept as private as possible and only distributed to the students who qualify for note-taking assistance.

The Equipment is sensitive. We expect you to take care of it and return it to our office in good condition. If lost, stolen, or damaged, the student is responsible for replacing the Equipment. The Equipment and any accessories can be checked out at the beginning of each semester and must be checked back in at the date designated by your DSP. These items are and remain the property of MGA.

We look forward to working with you! If you have any questions, please don’t hesitate to contact your Disability Service Provider.

LIVESCRIBE SMARTPEN/VOICE RECORDER/LAPTOP AGREEMENT

I have read, understand and agree to the terms and conditions stated above.

Student Signature: _____ MGA ID# _____

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

Equipment due back to Disability Services by: _____

OFFICE USE ONLY: Received by _____ on ____ / ____ / ____ Condition: _____