

## Audio Recording Lectures – Terms and Conditions

I acknowledge that any audio recordings (through Glean for Education note-taking software or any other means), and any transcripts created from those audio recordings for which an accommodation has been provided:

1. **Are to be used for personal study only.** Recorded material (including transcripts of recorded material) must not be reproduced or shared in any way.
2. May contain the **personal information of classmates** and **must not be disclosed in any fashion** (including published, quoted, or otherwise shared or distributed) without the individual's explicit written consent.
3. Are permitted by an exception in the [Canadian Copyright Act](#) (section 32) but **recordings, transcripts, and/or lecture notes cannot be published, quoted, or otherwise distributed** without the instructor's explicit written consent.
  - Anything shared by the instructor during this class is considered the intellectual property of that instructor and is protected under the [Canadian Copyright Act](#).
4. **Violating these restrictions in any way will be considered a departure from academic integrity standards** as outlined in the [Academic Integrity Policy](#) and may result in sanctions outlined in the [Academic Integrity Procedures](#).

### Plain Language Summary

- Recordings are for your private use only. **Do not** share them.
- Respect your classmates' privacy. **Do not** share or disclose in any way things shared by your classmates in the classroom.
- Respect your instructors' intellectual property and the work that they share during class. **Do not** share it, publish it, or quote it without requesting permission from your instructor.
- Sharing your recording could be considered a departure from the Academic Integrity Policy and carry sanctions outlined in the Academic integrity Procedures.

By not agreeing to **Audio Recording Lectures - Terms and Conditions**, I understand that I will not be permitted to audio record lectures and permission to use Glean for Education will be withdrawn.

**Student Signature:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

If you have questions about these **Terms and Conditions**, please contact Alan Jeans, Manager QSAS, as [alan.jeans@queensu.ca](mailto:alan.jeans@queensu.ca)