

VIDEO & AUDIO NOTE-TAKING AGREEMENT

I, _____, S _____, am requesting permission to supplement my lecture notes with video &/or audio recordings. When recording lectures, I agree to the following stipulations:

1. Audio/visual recordings of lectures are to be made and managed in accordance with the College's Intellectual Property Policy, Copyright Policy and the Course Outline Standards Policy as well as the Canadian Copyright Act and the Alberta Freedom of Information and Protection of Privacy (FOIP) Act.
2. Audio/visual lecture recordings are for my personal educational use only and must not be copied, posted on the internet, emailed, or otherwise shared. They are to be kept confidential.
3. I must destroy all audio/video recordings when the course is complete (usually no more than 30 days after final grades have been received).
4. If I am found to be in violation of this agreement my instructor will be notified and I may face Misconduct allegations that could result in sanctions being imposed against me under Lethbridge College policy (e.g. Student Rights and Code of Conduct Policy, Copyright Policy).

SIGNATURES:

Student

Date

Instructor

Date

