

ALS: Recording Accommodation

Version 1

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ACCESSIBLE LEARNING SERVICES

Recording Accommodation

Student Responsibilities

If you are a student approved for recording accommodations, it's essential to understand both your rights and responsibilities in using these resources. Reviewing Seneca's [Recording Educational Activities Policy](#) and the Student Responsibilities in Implementing Accommodations (outlined below) is key to maintaining a respectful, productive, and ethical learning environment for all students and faculty.

Student Responsibilities in Implementing Accommodations: Class Recordings or Transcriptions

I understand that as a student registered with Accessible Learning Services (ALS) with an approved accommodation for recording and/or transcription related accommodations I have responsibilities associated with the implementation of this accommodation. These responsibilities include:

- I understand that recordings and transcriptions can only be used for the purpose of supporting my learning needs and should not be used for other purposes or shared with other individuals.
- I understand that recordings and transcriptions must not be reproduced, distributed and/or used (e.g. Internet sites, YouTube, etc.) in any manner without the express consent of Seneca and in accordance [Seneca's Recording Lectures and Educational Activities Policy, Information Technology Acceptable Use Policy: Social Networking Policy and Intellectual Property Policy](#).
- I understand that any unauthorized use or disclose of recordings or transcriptions is a violation of [Seneca's Student Code of Conduct](#) and could result in disciplinary action.
- I agree to delete recordings and transcriptions once they have been used for their authorized purpose(s) in order to support privacy and intellectual property considerations.
- I understand that if I have additional questions relating to this accommodation or the tools used to support lecture access that I need to contact my assigned Accessibility Counsellor.

Faculty may advise participants that lectures are being recorded to support accommodated student(s); however, I understand that I will not be personally identified in order to respect both my privacy, and my rights to accommodation.

Recording Options

Students with an accommodation for recording have options when it comes to selecting a recording method and they are encouraged to meet with an Assistive Technologist to explore the best fit for them. One of the options supported at Seneca is [Otter.ai](#).

How does Otter.ai work?

- Otter.ai is cloud-based speech-to-text engine and 100% AI-powered with no human transcribers involved.
- Otter.ai uses a speaker identification algorithm that distinguishes and learns to create a voiceprint for each speaker. The result is a legible, speaker-labeled transcript with synchronized audio and text.

Benefits of Otter.ai and other recording applications

- Traditional note taking related accommodations (i.e., peer note taking) generally don't effectively meet student needs because they are dependent on other student volunteers, and there is no mechanism to assess quality control/accuracy of notes. There is also limited opportunity for knowledge consolidation for the student.
- Otter.ai and other recording applications are widely compatible — laptops, tablets, smart phones, and other mobile devices, allow students to consolidate slides with transcribed verbal lecture content, provide accurate and immediate notes and meaningful study guides, and require minimal

training for students to use independently.

Privacy and Security: Otter.ai

Seneca's Privacy Office has worked with Otter.ai to ensure compliance with Seneca's Privacy policies. Otter.ai is committed to maintaining user privacy and data security and students using Otter.ai as their recording method must use a Seneca-licensed account.

Faculty Implementation:

When "Recording of lecture: student to record" appears on an Accommodation Letter, professors can notify students at the beginning of a term that lectures will be recorded for accommodation purposes, without identifying the student.