

Information Guide for Academics: Students with Disability and the use of Assistive Technology for audio-recording all classes

Western Sydney University (WSU) has the obligation to make reasonable adjustments for students with disability to ensure they have equitable participation and access to education as is the right of all students pursuant to the Disability Discrimination Act 1992 (Cth) and Disability Standards for Education 2005 ('DSE').

The Disability Service provides assistive technology to audio-record classes as a reasonable adjustment to support students' independent learning and future employability. Only students with the adjustment "Student permitted to audio-record all classes using University approved Assistive Technology" on their current Academic Reasonable Adjustment Plan (ARAP) are authorised to use assistive technology to audio-record all classes at the University. The process of approval for this adjustment involves consultation with the student's medical professional/s, the student and consideration of the inherent requirements of current program of study.

Students, in your subject, may be using notetaking software that is supplied by the University to audio record classes, including, but not limited to: lectures, tutorials, lectorials, seminars, and workshops, on their digital device such as a phone or computer:

This notetaking software includes:

GLEAN notetaking software which is a Google Chrome browser-based application which is used to assist students:

- Take notes in class or during online learning
- Capture audio, text, and slides in one place
- React in real time by inserting Quick labels
- Quickly navigate audio using speech bubbles

SONOCENT audio notetaking software to assist in notetaking and classification of information:

- Capture audio, text, and slides in a single note-taking workspace
- Organise and categorise note sets so students can easily return to them
- Turn notes into a variety of formats to suit favoured learning style.
- Improve audio quality and extract only what's useful

NOTE: For further information about audio recording software, please contact our Assistive Technology (AT) Specialists on ATSpecialist@westernsydney.edu.au or visit the AT website found at:

https://www.westernsydney.edu.au/assistive-technology/assistive_technology

Students with disability who are approved to use assistive technology to audio-record via their current Academic Reasonable Adjustment Plan are required to sign an undertaking (as outlined in the [Software Access Request Form](#)) with the following terms:

1. Permission to record classes is included as part of my current Academic Reasonable Adjustment Plan (ARAP) as discussed with my Disability Advisor.
2. I will only use this Software for the purposes of private study.
3. I will not share any audio recorded using this program.
4. I will stop recording classes if highly sensitive or personal material is being discussed, or as reasonably directed by my Academic, and will only resume recording once the discussion has ended.
5. I will delete subject related recordings once a subject has been successfully completed.
6. I understand that the University are required to provide Sonocent Ltd with my name and University email address in order to gain access to Glean.
7. I understand that Sonocent Ltd collects personal information when a student activates their account, including name, email address and usage data. I understand this data is handled as per the [Glean privacy policy](#);
8. I will not forward the licensing information I receive, this includes sharing with other students at the University, family and/or friends.
9. I understand that in breaking these conditions I may be reported for a potential breach of the University's Student Misconduct Rule.

The Disability Service advises students who use the software provided that they are required to inform their Subject Coordinator/Academic teaching staff once at the beginning of each teaching period that they will be audio-recording the class. This will also be noted on their Academic Reasonable Adjustment Plan which is distributed directly to each Subject Coordinator. The Subject Coordinator is then responsible for distributing this plan to the students' relevant academic teaching staff.

ACADEMIC STAFF RESPONSIBILITIES:

The following considerations need to be undertaken to preserve the privacy rights of all students when you are aware that students may be audio recording your classes:

- ✓ Inform the class that students may be using assistive technology to audio-record to capture the sessions for private study purposes only. This includes note taking, highlighting key information for preparation of assessment tasks, and for study purposes.
 - Suggestions of how to inform students include:
 - Posting on vUWS
 - Create a PowerPoint slide that you can refer to at the start of class. An example slide is provided as an appendix to this information sheet.
 - Make an announcement at the start of each class such as:
 - There may be authorised audio recordings made of this class
- ✓ Advise all students that any audio-recordings made are for personal use only and may not be circulated or broadcast via any medium.

- ✓ Request students to pause audio recording if the class discussion is likely to compromise the personal privacy of students present or sensitive issues will be covered, or to delete such recordings if it was not practicable to prevent the recording capturing. Remind students when working in groups to be aware that the sessions may be audio-recorded by members of the group for study purposes.
 - ✓ If a student objects to being audio-recorded, then the academic will need to discuss this further with the student, after class, where a possible solution may involve reallocating that student to another class.
- It is important that the identity of the student/s in the class, who may be using the adjustment to audio record, be kept confidential at all times.
 - If you deem that your class content in a particular week of a teaching session is particularly sensitive and cannot be audio-recorded, you need to identify this in advance and follow the procedure below.
 - Consider if there are alternative methods of communicating the content to students that will enable the content to be audio-recorded.
 - If the content cannot be modified to allow audio-recording, a request needs to be submitted for approval to the Director of Academic Programs outlining why the class and its contents should not be audio-recorded.
 - The Director of Academic Programs will then consider this request and if they are in agreement, they will send a request to the Manager, Disability Service for consideration of alternative support for students (i.e. notetaker).
 - The request to the Manager, Disability Service must be made 10 working days prior to the class being held to ensure that there is sufficient time to allocate a notetaker to the class.
 - The Manager, Disability Service will review the request to determine if it is reasonable and meets the University's legal obligations under the Disability Discrimination Act.
 - If the Manager, Disability Service deems the request to be reasonable, a notetaker will be allocated to the class. If the request is deemed unreasonable, a discussion will be held between the Manager, Disability Service and the DAP to find a solution.

General information:

1. 'Audio Recording May be in Progress' signage will be displayed outside all classrooms to remind those entering the room that students with disability may be audio recording for private study purposes only and to approach the academic if they have concerns about this.
2. It is not illegal to record a private conversation; it is only illegal to distribute this material. NOTE: A university class is not considered to be a private conversation and therefore does not have the restrictions of recording a private conversation.
3. Every enrolled student is entitled to have access to the subject content, for the purposes of personal study. If this requires adjustments, then the University (including academics as employees or agents of the University) are obliged to make the adjustments as underpinned by the Disability Discrimination Act and the Disability Standards for Education.

4. All participants, including guest speakers, should be advised that the class may be audio-recorded for access purposes. The recording will only be used for private study by students needing to access the material as an adjustment due to the impacts of their disability. It is important that students are informed, so they are able to moderate their own class contributions. It is recommended that Schools include this information in their Learning Guides so that students are aware that there may be a possibility that their classes will be audio-recorded.
5. Students who are audio-recording are advised that such recordings are for their personal study use only, and sharing of the material, in any form, with any other person, is not permitted, and may result in serious consequences and possible Misconduct charges.
6. Under the Principles of the Privacy Act, information can only be used for the purposes for which it was provided. That means if the purpose was as part of a course of education, then making reasonable adjustments to provide access for all students enrolled in the course would not be a breach of the Privacy Act and would enable the University to meet its obligations under the Disability Discrimination Act and the Disability Standards for Education Act.

Audio-Recordings of this class may be occurring

There may be students in this classroom using an University approved assistive technology as a reasonable adjustment to audio-record this class.

These recordings are for the student's personal study only and all recordings will be deleted at completion of the subject.

If you have any concerns regarding this matter please speak to the Subject Coordinator.