

Recording Academic Portions of In-class Lecture Student Guidelines and Agreement

The student signing this document has requested and been approved for Notetaking Support as a disability-related accommodation. They have been granted access to Saint Mary's University institutional licenses for Genio and/or Otter AI through their Accessibility Advisor at the Fred Smithers Centre for Student Accessibility.

This document must be completed by the student prior to their use of Genio and/or Otter AI.

Note: Glean has recently rebranded and is now called Genio. While the name and logo have changed, the tool's features and functionality remain the same.

In signing this document, the student agrees to the following terms:

The student is permitted to digitally record only the academic teaching portions of in-class lectures. This permission does not extend to personal anecdotes shared by the instructor, comments or questions from other students, or practical demonstrations and practice sessions. The instructor has the authority to determine which parts of the class are appropriate for audio recording.

Recordings are strictly for the student's **academic use only** and may not be used for any other purpose. Recordings must not be shared, copied, or distributed under any circumstances. They are solely for the use of the student who has been approved for this accommodation and may **not** be shared with classmates.

For Genio recordings, all content will be automatically deleted when the student's license expires at the end of the semester. For Otter AI recordings, the student is responsible for deleting the recordings by the last day of Finals each semester.

Instructors may contact the Fred Smithers Centre at any time to request a limited audit of a student's use of the app, to ensure it is being used appropriately. For example, an instructor might ask the Advisor to confirm that the student's Genio license has expired at the end of the semester and that they no longer have access to recordings. By agreeing to these guidelines, the student also consents to provide a copy of the full transcript from their most recently recorded class upon request.

Should the student violate any of these conditions, they can be held accountable under applicable Saint Mary's University Conduct and/or Academic Integrity policies and can lose access to their Genio and/or Otter AI license.

If an instructor feels that Genio is unsuitable for their course (e.g. visual-heavy content or sensitive discussions), alternative arrangements such as sharing teaching notes, can be proposed. The student's Accessibility Advisor can also help to mediate and communicate these alternative approaches. If a student wishes to appeal an instructor's decision regarding Genio, this can be done informally through the Fred Smithers Centre or formally via [SMU's Academic Accommodations Policy](#).

In clicking "yes" to each of these guidelines, the student consents to appropriate use of their Genio and or Otter AI license.