**Instructor/Student Agreement for Usage of**

**Livescribe SmartPen/Voice Recorder**

**Instructor:**

GCSU’s Student Disability Resource Center provides students with audio recorder or SmartPen accommodations with the LIVESCRIBE SMARTPEN or VOICE RECORDER as a tool to assist them with taking notes during the course of the semester.

**What you should know about the Voice Recorder or SmartPen:**

1. The student has been asked to make you aware of the equipment we have provided for them via this form. The student has been informed that they may not use the equipment unless their professor gives written consent to allow the use of the SmartPen or Recorder.
2. The Pen/recorder are only to be used when the student is taking notes as part of their note-taking services with the Student Disability Resource Center. Inappropriate use is strongly discouraged.
3. The student has agreed that any audio recordings made and any data obtained through use of the Pen/recorder will only be used for educational purposes associated with their note-taking accommodations with the Student Disability Resource Center. Information should not be uploaded inappropriately or made public.

**Questions? Please direct to david anderson at 478-445-5931.**

I, as the instructor, authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to use the SmartPen:

* To record hand-written notes and audio portions of my lectures for the purpose of assisting the student with taking notes during the semester.

Instructor Signature\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date

**Student:**

Unless authorized in writing by all those recorded, I agree not to post or make public anything I have recorded with a Livescribe SmartPen or any other recording device.

Student Signature Date \_\_\_\_ GCID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester and Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_