



Information Guide for Academics

Students with Disability and the use of Assistive Technology for audio-recording all classes

Western Sydney University is required to provide reasonable adjustments for students with disability to ensure they have equitable access and participation to education under the Disability Discrimination Act 1992 (Cth) and Disability Standards for Education 2005 (DSE).

The University provides assistive technology to students to audio-record their classes as a reasonable adjustment to support their independent learning and future employability. Only those students whose current Academic Reasonable Adjustment Plan (ARAP) includes the adjustment “audio-record all classes using University-approved Assistive Technology” are permitted to use assistive technology to audio-record classes.

Approval is based upon consultation with the student, their relevant medical professionals and consideration of the inherent requirements of the course. Students in your subject may use University-approved note taking software to record lectures, tutorials, seminars, workshops, and other teaching activities on their laptop or mobile device.

Approved software

[Genio Notes](#) is a web-app designed to help students take notes independently and effectively, it is used to:

- Create a complete audio record of what was said
- Quickly tag key moments by using text or labels rather than writing everything down in full while recording
- Import slides or take screenshots to enhance your notes
- Transcribe audio and select sections of the transcript to include in your notes

For further information, please contact the Assistive Technology (AT) team at ATSpecialist@westernsydney.edu.au or visit the [Assistive Technology](#) website.

Student responsibilities

Students approved to audio-record their classes must sign an agreement stipulating that:

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 is required to provide Sonocent Ltd with my name and University email address in order to gain access to Genio Notes.
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 [Genio Notes 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](#)

Students are required to inform their Subject Coordinator or teaching staff at the start of each teaching period that they will be audio-recording the class. This requirement is also noted on their ARAP, which has been distributed to Subject Coordinators.

It is the responsibility of The Subject Coordinator distribute the ARAP to their teaching and technical teams.

Academic staff responsibilities

To protect the privacy rights of all students and staff when students may be audio-recording in class, staff should:

- Inform the class that students may be using assistive technology to audio-record the class for private study purposes only
- Remind students that recordings must not be shared or distributed
- Ask students to pause audio recordings if the class discussion is likely to compromise the personal privacy of students or during sensitive discussions
- Remind group-work participants that discussions may be recorded for study purposes
- Keep the identity of the student/s who may be audio-recording confidential
- 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.

Ways to notify students may include:

- An announcement on Ultra
- PowerPoint slide presented at the start of class
- Verbal reminder such as: "There may be authorised audio recordings made of this class"

Sensitive class content

If a class contains particularly sensitive material that staff believe should not be audio-recorded:

- Consider whether the content can be delivered in another way that still permits recording
- If recording is not appropriate, submit a request to the Director, Learning & Teaching explaining why the class and its contents should not be audio recorded
- If approved, the Director, Learning & Teaching will submit a request to the Manager, Disability Service, for consideration of alternative support arrangements, such as a notetaker
- Requests must be submitted to the Manager, Disability Service at least 10 working days before the class
- The Manager, Disability Service will determine whether the request is reasonable and consistent with 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 Director, Learning & Teaching to find a solution.

Summary

1. 'Audio Recording May be in Progress' signage will be displayed inside all classrooms to remind those in the room that students with disability may be audio recording for private study purposes only.
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 can moderate their own class contributions. It is recommended that Schools include this information in their Subject Outlines 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 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.

For further information, contact the Disability Service on 1300 668 370 (option 5) or via email disability@westernsydney.edu.au

THIS CLASS MAY BE AUDIO-RECORDED

There may be students in this classroom using a 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 upon completion of the subject.

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

