Assistive Technology Accommodation Agreement

University of Hawai‘i at Hilo - Disability Services Office

Student Name: _____ **Student ID:** _____

Campus Email: _____ **Semester/Year:** _____

1. Overview & Purpose

As part of your approved academic accommodations, the University of Hawai‘i at Hilo provides access to specialized Assistive Technology (AT) software. These tools are selected to support your access to course materials, note-taking, and written expression.

This agreement outlines the expectations, policies, and responsibilities associated with receiving university-provided access to **Genio Notes**, **Kurzweil 3000**, and/or **Grammarly Premium**.

2. General Student Responsibilities & Academic Integrity

By signing this agreement, you acknowledge and agree to the following institutional standards:

- **Personal Use Only:** Software access, accounts, and converted materials are provided strictly for your personal educational use in your approved courses. You may not share account credentials, license keys, or generated materials with others.
- **Academic Integrity:** Assistive technologies are designed to support learning, comprehension, and editing, not to bypass academic effort. All work submitted for class must reflect your own intellectual effort, research, and original writing.
- **Faculty Notification:** You must discuss the use and implementation of these tools with your instructors each semester before utilizing software features in their courses (e.g., audio recording in class, Kurzweil, or Grammarly during testing). Reach out to the Disability Office if a professor says they will not allow you to use the technology.

3. Tool-Specific Usage Rules

A. Genio Notes (Note-Taking Accommodation)

- **Record Classes Only:** The accommodation is to record during class instruction and lectures. You should not be using Genio to record study sessions, meetings, events, etc. Please consult with the Disability Office if you have questions about when you are permitted to record.
- **Privacy & Intellectual Property:** You must respect the privacy and intellectual property of instructors and peers. Class lectures, discussions, and slide materials remain the property of the instructor and university. Recordings should be paused if another student is asking questions or sharing personal or sensitive information.
- **Strict Non-Distribution:** You agree **not** to share, post, record over video, publish, or distribute audio recordings, transcripts, slides, or generated summaries on social media, study sites, or with peers.

- **Semester-End Cleanup:** All course recordings, transcripts, and related audio files must be permanently deleted at the conclusion of the semester.

B. Kurzweil 3000 (Text-to-Speech & Alternative Format)

- **Copyright Compliance:** Converted text-to-speech files, scanned PDFs, and exported MP3 audio files are protected under copyright law and are for your personal study use only.
- **Exam Accommodations:** When taking exams using Kurzweil, you must follow all proctoring guidelines and use lockable test settings (e.g., restricting internet access or disabling built-in reference tools, if prohibited by the instructor).

C. Grammarly Premium (Writing & Editing Support)

- **Editing vs. AI Generation:** Grammarly Premium is provided to assist with clarity, grammar, tone, and proofreading. Generative AI features (e.g., text generation or brainstorming) must comply with your specific instructor's syllabus policy on artificial intelligence.

- **Citation & Originality:** You remain responsible for properly citing all outside sources and ensuring the originality of your papers.

4. Account Management & Termination

- Access to Genio Notes, Kurzweil 3000, and Grammarly Premium is granted on an annual basis while you are actively enrolled and approved for accommodations. New agreement forms must be signed each academic year.
- The Disability Services office reserves the right to audit software usage or revoke access if a student is no longer enrolled, no longer requires the accommodation, or violates the terms of this agreement.

5. Acknowledgment & Student Signature

I have read, understood, and agree to abide by the terms and policies outlined in this Assistive Technology Agreement. I understand that failure to comply with these rules may result in the revocation of my technology accommodations and may be referred to the campus Office of Student Conduct for academic integrity or student conduct review.

Student Signature: _____ Date: _____