

**Hannah E. Mullins School of Practical Nursing  
Notification and acknowledgement of the Addendum: Policy for Recording Lectures**

**Effective: 11/30/22**

Audio and video recording is permitted in the HEMSPN classroom only (Recordings not permitted in Simulation labs and Skills labs)

1. The student must have instructor permission to record a lecture and must inform instructor when recording.
2. The student will not copy or share recordings or transcripts of the recordings with anyone except other HEMSPN students in the same course and graduating class.
3. The recordings and transcripts of the recordings may not be used for any purpose other than for educational purposes to replace or supplement notes taken in class.
4. The student will stop recording when the instructor requires for reasons of confidentiality, privacy, topics that involve personal discussion, or self-disclosure.
5. The student will erase all audio and video recordings at the end of each theory course.
6. The student will not profit financially from the audio or video recording.
7. The student must be present in class; this is not a substitution for attendance.
8. Any violations of this policy in full or part will result in losing the ability to record and/or may have repercussions that fall under the *Unethical/Unacceptable Behavior/Attitude* section of the Catalog/Student Handbook.

**I have read and understand the above policy on audio and/or video recording of lectures at HEMSPN. I agree to follow the above policies and understand that violations of any part of the policy will have repercussions as stated above and in the Catalog/Student Handbook.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date