



University of Findlay

Office of Accommodation
& Inclusion

GLEAN: ASSISTIVE TECHNOLOGY USAGE CONTRACT

Name _____ ID# _____

Address _____ E-mail _____@findlay.edu

Phone Number _____ Major _____

Semester Requesting Glean Access (Semester/Year): _____ / _____

I am a student who is an approved user of Glean Notetaker Technology as an academic accommodation, during the academic year. I agree to the following (please initial each, and sign at the bottom):

_____ Students are responsible for their own academic achievement. Each student must be responsible for class attendance, assignments, and all other course materials. It is your responsibility to contact OAI immediately if services are not meeting your needs. All students should follow the Student Concerns procedure found in The University of Findlay undergraduate or graduate catalog when filing a formal complaint.

_____ Access to Glean Notetaker Technology is not to be used for anything other than its intended purpose, as an academic accommodation during the instructional period. Any misuse of the technology other than the intended purpose gives the University of Findlay Office of Accommodation and Inclusion the right to immediately terminate this agreement and revoke the user's access.

_____ No other individual or entity may access your Glean account for the entire time in which the equipment is on loan to student. It is your responsibility to attend every class. If you are not in class, you are not to share your username or password with any other student in the classroom. You may, however, request another student share their personal notes and/or meet with the instructor.

_____ I will abide by all copyright laws pertaining to the usage of the equipment and only utilize the assistive technology for coursework. I will not share, distribute course material.

_____ Use of Glean Notetaking Technology is prohibited for use in any situation where it would not be appropriate to record the conversation (i.e. clinical and/or confidential settings).

Signature

Date

Office Use: Date sent: _____ Initials: _____

Updated: Fall 2021