

Genio Notes Terms of Use – Short Summary

What is Genio:

- A note-taking assistive technology provided by Deakin's Disability Resource Centre (DRC).
- Records lecture audio and generates transcripts, allowing you review, organise, and annotate notes.
- Licensed to you personally through Deakin's organisational account.

What you need to know:

- Personal use only: Recordings are for your own study and research. Do not share, broadcast, or use them commercially.
- Recording etiquette:
 - Stop recording during interactive class discussions.
 - Stop recording if asked by your lecturer/academic.
 - Do not leave the device recording if you leave the room.
 - Always ask permission from the lecturer or unit chair before recording, particularly where other students' voices may be captured.
- Account rules:
 - Keep your password confidential and don't share your account.
 - Transcription and data storage are subject to fair usage limits.

Licence and access:

- Access is conditional on being a Deakin student; access ends when you leave Deakin or the DRC withdraws it.
- Your licence may be recalled after three months of inactivity.
- Deakin reserves the right to withdraw the licence for
 - a. Inactivity after 3 months
 - b. Breach of these terms and conditions
 - c. When you are no longer a Deakin student.

Compliance:

- Must follow Deakin policies, including [Deakin's Academic Integrity Policy](#). Breaches can lead to loss of access.

Support:

- Contact the DRC for accommodation or support questions.

Genio Notes Terms of Use – Full text

Genio (formerly Glean) is a web-based note-taking application that allows students to audio record and transcribe lectures, then review, organise, and annotate the recording after class by adding notes, tags, and images to build a complete set of study notes.

This document sets out the terms that apply to your use of Genio, provided to you as an assistive technology accommodation through Deakin University. Genio is a note-taking tool made available by the Disability Resource Centre (DRC) to support your studies.

By accessing and using Genio, you agree to the terms set out below, in addition to the [Genio Service Agreement](#) provided by Sonocent Limited (the makers of Genio). If there is any conflict between this document and the Genio Service Agreement, it is recommended you raise any concerns with the DRC.

To allocate your licence, the DRC provides Genio with your first name, last name, and Deakin student email address. This information is used to set up and manage your Genio account.

1. Personal Study Use Only

Genio is provided to you for your own personal study and academic purposes. You must not:

- share, broadcast, publish, or distribute recordings, transcripts, or notes to any other person, including classmates; or
- use recordings or notes for any commercial purpose.

2. Recording Seminars and Discussions

Genio is intended to support recording of the academic teaching content of a unit. It may also be used during seminars, tutorials, or other discussion-based classes, but only where you have been given approval by the academic delivering the content.

If you wish to use Genio in a class that is online or in person, which includes student discussion, you must confirm this with your academic before recording. You can do this by emailing them prior to the class.

Your academic may ask you to pause or stop recording during certain segments of the class to protect the privacy of other students and staff, and you must comply with this request.

You must not leave a recording device running unattended, and recording must always stop/pause if you leave the room.

Genio's transcripts are generated automatically and may contain errors. You are responsible for checking your notes and transcripts against original course materials, and should not rely on them as an exact record of what was said.

3. Access to Recordings and Notes After Leaving Deakin

Your access to Genio is linked to your enrolment at Deakin University. Once you are no longer enrolled at Deakin, your licence may be recalled and you will lose access to your recordings, transcripts, and notes stored in Genio.

It is recommended that you export and save a copy of your notes before your licence ends or you leave Deakin. Recordings and notes cannot be recovered once access has expired.

Genio will provide the option of switching to a personal plan to maintain your account when your Deakin access expires.

4. Genio Artificial Intelligence (AI) features

Genio includes AI features that generate study notes, summaries, and quiz questions from your recorded lectures.

AI-generated notes are created from the lecture transcript and may be inaccurate, incomplete, or misrepresent the original material. Always check AI content against the recording and your own notes to ensure accuracy.

To provide these features, Genio sends transcripts to approved third-party AI providers (currently OpenAI and Microsoft Azure).

AI-generated notes are subject to the same conditions as recordings. They are for your personal study only and must not be shared, published, or used for any other purpose.

It is recommended that you familiarise yourself with [Deakin AI policy](#).

5. Licence Period

The DRC may recall your Genio licence if you have not actively used the application for three months.

If your licence is recalled, your account does not disappear immediately. You will need to contact the DRC to reactivate your licence within 12 months of it being deactivated to ensure your recordings and notes are not marked for deletion by Genio.

If you expect a break in active study (for example, due to leave or an extended absence) and want to keep your licence active, contact the DRC before your access lapses.

6. Accommodations Not Covered by This Agreement

This document covers the standard terms of use for Genio at Deakin. If you require an accommodation, exception, or arrangement that is not addressed in this agreement, for

example, recording in a context not covered above, or an alternative note-taking arrangement, you must discuss this with a Disability Liaison Officer before proceeding. Do not assume an arrangement is permitted simply because it is not specifically prohibited here.

7. Compliance and Consequences of Breach

Your use of Genio must also comply with Deakin University's policies, including those relating to [Deakin's Academic Integrity Policy](#). If you do not comply with these terms, Deakin may, after discussing the matter with you:

1. review and, where necessary, restrict or suspend your access to Genio;
2. refer the matter for consideration under Deakin's relevant conduct or academic integrity policies; or
3. require you to enter into an alternative note-taking arrangement.

Where appropriate, your lecturer or the DRC may seek confirmation that recordings have been used and stored appropriately, in line with this agreement.

8. Your Agreement to These Terms

By accessing and using Genio, you agree to comply with these Terms of Use. If you have any questions about your accommodation, please contact a Disability Liaison Officer by:

- Emailing drccentre@deakin.edu.au
- Calling (03) 9244 6255 or
- Fill out the [Disability Resource Centre \(DRC\) general enquiry form](#).

9. Document control

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