



## Legal notice and practical information for publishing documents

The purpose of this legal notice is to define the conditions of using this collaborative website.

**By using this website, every user agrees to be bound by the Conditions of use of this collaborative website as defined in the legal notice and Privacy Policy which may be updated at any moment.**

### 1. Purpose and introduction

The purpose of this website is to publish short audio documents (a maximum recording length of two minutes) in different languages recorded by native speakers, i.e. mother-tongue speakers. Keep in mind that this website must not host documents downloaded from other websites or the media (radio or TV programmes from any nationality) for these documents are protected by copyright laws. Only documents produced in schools, at home or with friends may be uploaded on this collaborative website.

The contents of the documents have to be in agreement with under age legislation. The documents available on this website have been authorized by their authors and are not protected by copyright laws.

Any information collected from this website must only be for non-profit associations, personal, educational or professional purposes; any use or reproduction on other websites is strictly forbidden. Applicants may ask for the documents they submitted to be removed by emailing a member of the editorial team at any moment.

Files will be published under a creative commons licence : **Attribution-NonCommercial-ShareAlike (BY NC SA)** : This license lets others remix, tweak, and build upon your work non-commercially, as long as they credit you and license their new creations under the identical terms.

### 2. How to use this collaborative website

This website is accessible on the Internet at the following address without any login or password:

[www.audio-lingua.eu](http://www.audio-lingua.eu)

Anyone may submit audio documents to the editorial team who associate them with keywords and publish them after checking their contents.

Who may submit resources? **Language teachers** may submit recordings of their pupils or other people they could occasionally have interviewed providing they are in possession of the applications, or parents' applications for under age teenagers, for permission to publish audio documents. **Anyone**, whoever their age and occupation – except for under age teenagers who must be in possession of their parents' permission – may submit recordings of their own voice.

### 3. Recording format and submitting resources

**The recordings** must be produced in mp3 format. It is important to check the sound quality of your recordings before sending them – volume level, popping and background noise.

**The form must be entirely filled in.** The editorial team must be able to identify senders in case they need to contact them. The form has two « First name and Surname » fields to be filled in if the sender and the voice are not the same people. For example, a teacher may send different recordings. Under age teenagers' surnames will never be published on this website, nor will adults' be except if applicants specially request it. Users have the right to choose pseudo names for the publication of

their recordings. The sender must also type a brief description on the author so as to introduce the latter to listeners (see the authors' introductions on this website).

The different tick boxes will index the resources in the search engine. For the three tick boxes (age, recording length and gender), the box « indifferent » must always be ticked with the one corresponding to the submitted resource. A level of the Common European Framework of Reference for Languages will be associated to the resource by the editorial team, but a teacher may suggest one in the « recording description » field.

A short summary on the content of the resource (discussed topics) must be typed in the « recording description » field so that the editorial team might associate it with thematic keywords that are necessary to facilitate the search of documents.

The Audio-Lingua editorial team