

# IMPERIAL COMMUNITY COLLEGE DISTRICT

## AP 3723 Accessibility of Information and Communication Technologies

References: Section 508, Rehabilitation Act of 1973 (29U.S.C. Section 794d); 36 CFR1194.1 et seq.; Government Code Section 11135; Title 5 Section 59300 et seq.

### 1. Web Accessibility

#### 1.1 Scope

These procedures apply to all College Web pages and programs used to conduct College business and activities including instructional materials used in courses.

#### 1.2 Standards

Any content used for teaching purposes must meet the standards and guidelines outlined in the Web Content Accessibility Guidelines (WCAG) 2.0 (<http://www.w3.org/TR/wcag2ict/>) published by the W3C. All pages will meet Level AA guidelines. All College websites, unless technically impossible, will link to the College's main Accessibility page which includes a statement of commitment to Web accessibility.

#### 1.3 Responsibility

*All Departments and programs:*

- Will comply with the web accessibility standards when creating web content, sites, and programs.
- Will ensure that online activities are hosted in accessible environments and that online content follows standards outlined by this policy.

*IT:*

- Will provide support for campus community members creating IVC websites and content so that individuals who author web content can be trained according to these standards.
- Will ensure that any Learning Management System and other web production or web object creation software proposed and supported by IT will be accessible and will produce accessible Web pages.

*Accessibility Working Group:*

- Will coordinate support for campus community members creating IVC websites and content so that individuals who author web content will do so in accordance with WCAG 2 Guidelines AA Standards.
- Will track compliance with the policy and procedures and make recommendations for addressing problems.

#### 1.4 Accessibility Request

Upon a specific request for access by an individual with a disability, the College will update legacy pages to be in compliance with the WCAG 2.0 Level AA standard, or the College will otherwise make the content available to the individual in a timely manner and in an equally effective accessible format.

## **2. Instructional Materials Accessibility**

### 2.1 Scope

These procedures apply to all electronic instructional materials (syllabi, textbooks, presentations, handouts, etc.). This includes electronic instructional materials delivered within the College's learning management system, in face-to-face classes, or in an alternate fashion (email, blogs, etc.) and electronic instructional activities (online collaborative writing, web conferencing, etc.).

### 2.2 Standards

All electronic instructional materials, optional and required, will be accessible and as effective and useable for persons with disabilities as they are for persons without disabilities. Instructional materials and activities will be made available to all students at the same time.

All instructional materials must meet all applicable standards and guidelines outlined in this policy.

### 2.3 Responsibility

#### *All Departments and programs:*

- Will ensure that instructional materials comply with all requirements outlined in these procedures.
- Will ensure that all applications developed on campus (web, desktop, etc.) are accessible according to principles of WCAG 2.0 AA level.

#### *Faculty and instructional staff:*

- Will create and present accessible courses and instructional material.

#### *IT:*

- Will use only accessible information and communication technology in IT-designed and supported Technology Classrooms.
- Will ensure that classrooms use and deliver accessible electronic and information technology.
- Will ensure that computer labs provided for student use will have assistive technologies not limited to but including accessible computer stations, screen reading software, and screen magnification.
- Will monitor informational IT-web pages and implement the ICT-recommended lab software and procedures found on those pages.

- Will coordinate support for campus units needing assistance with accessibility in departmentally supported technology classrooms.
- Will serve as a clearing house for information about assistive technology and modifications recommended for departmental computer labs.

*Learning Support Services:*

- Will maintain an accessible website and implement an accessible search engine that can search across all library collections, including, but not limited to e-journals, databases, and e-books.

*Accessibility Working Group:*

Will compile and maintain data to track compliance with the policy and procedures and make recommendations for addressing problems.

**3. Document Accessibility**

3.1 Scope

These procedures apply to all College-produced and maintained or distributed electronic documents. Electronic documents include, but are not limited to, word processing documents, PDFs, presentations, publications and spreadsheets which are scanned, uploaded, posted, or otherwise published or distributed electronically. Legacy documents must be made accessible when used.

3.2 Standards

Electronic documents must be accessible. Electronic interaction with College policies, procedures, notifications and other documents must be as effective and useable for persons with disabilities as it is for persons without disabilities.

Electronic documents must meet the standards and guidelines outlined in the [Guidance on Applying WCAG 2.0 to Non-Web Information and Communications Technologies](#).

3.3 Responsibility

*IT/Learning Support Services:*

The Library will implement procedures for ensuring that materials digitized or hosted by the library for research purposes are accessible to individuals with disabilities.

*Accessibility Working Group:*

Will track compliance with these procedures and make recommendations for addressing problems.

Will work with IT, DSP&S, and the Library to coordinate campus-wide PDF solutions.

**4. Electronic Media Accessibility**

All departments will purchase and produce only accessible multimedia and update existing inaccessible media as it is put into use.

## 4.1 Scope

All media resources used in College programs and activities must be accessible. For example, this includes, but is not limited to, media that is instructional, informational, marketing, and promotional.

## 4.2 Standards

Video media resources will be closed captioned and audio-described and audio resources will be transcribed.

## 4.3 Responsibility

All departments, programs, instructors and employees:

- Will purchase only captioned versions of audiovisual media whenever possible. Will ensure that all other media that will be used on the web or in instruction is captioned.
- Will purchase only transcribed audio and audio-described versions of audiovisual media whenever possible.
- Will update any non-transcribed audio and any non-captioned/non-described video that is in current use.
- Will use only transcribed audio and closed-captioned media with audio-descriptions that are made available in a timely manner to the class and will only assign such media as course material, whether optional or required.

*IT:*

- Will ensure all classroom and presentation equipment is caption-compatible and the default on all TVs, etc.
- Will maintain and continue to provide instructions on media accessibility (such as captioning and audio-describing media and transcribing audio) as well as how to show captioned media in classrooms.

*All Departments:*

- Will produce only new communications and promotional materials that are captioned, audio-described or transcribed.

*Accessibility Working Group:*

- Will coordinate campus-wide captioning and transcribing solutions that:
  - Provide assistance with obtaining permission to caption and audio-describe.

Disseminate information to the College community about College protocols related to accessible electronic media including a list of approved vendors to perform captioning.

## 5. Software, Hardware and Systems Accessibility

### 5.1 Scope

All software, hardware and systems purchased must be accessible and must produce accessible products. Accessible, in this context, means compatible with assistive technology. Examples of software, hardware and systems include, but are not limited to, learning and content management systems, library and email systems, and administrative management systems such as finance, registration and human resources, and all software, hardware and software services used for student services. Software includes freeware, shareware, desktop, enterprise, subscription and remotely-hosted options. Software that is accessed through a web-browser must also be accessible and is discussed under Section 1 of these procedures.

### 5.2 Standards

The College will use the following standards to determine accessibility:

[US Access Board's Guide 508 Standards - Software Applications and Operating Systems](#)

*All Departments and programs/College employees:*

- Will ensure that their software, hardware, local interfaces and modifications and electronic systems are accessible.
- Will ensure that all applications developed on campus (web, desktop, etc.) are accessible according to principles of WCAG 2.0.

*IT:*

- Will ensure that assistive technologies are immediately available to students working in campus labs or on publically-accessed campus computers.
- Will ensure that assistive technologies are available in a timely manner for campus employees including student employees.

*Accessibility Working Group:*

Will coordinate campus processes for ensuring campus software, hardware and software system accessibility.