

AP 3725 Information and Communications Technology Accessibility & Acceptable Use

References -

Government Code Sections 7405, 11135, and 11546.7:
Section 504, Rehabilitation Act of 1973 (29 U.S Code Section 701); Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information Technology {29 U.S. Code Section 794d};
36 Code of Federal Regulations Parts 1194 .1 et seq.

Definitions

The following definitions apply to this procedure:

Accessible: An individual with a disability is afforded the opportunity to ~~acquire~~ **access** the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an ~~equally effective and equally integrated~~ **equitable** manner with substantially equivalent ease of use.

~~Equally Effective~~ **Equitable Manner:** Alternative access for individuals with disabilities to instructional materials and information and communication technology that (1) Is timely, (2) Is accurate in translation, (3) is delivered in a manner and medium appropriate to the disability of the individual, (4) **delivered in a reasonable manner and medium preferred by the individual**, and ~~(4) (5)~~ affords the individual with a disability the opportunity to obtain the information as fully, equally and independently as a person without a disability with substantially equivalent ease of use. Note. Such alternative(s) are not required to produce the identical result or level of achievement, but must afford individuals with disabilities ~~equal~~ **equivalent** opportunity to obtain the same a similar result, to gain the same benefit, or to reach the same level of achievement in the most integrated setting appropriate to the person's needs.

Individual with a Disability: An individual who has one or more physical or mental impairments that substantially limit one or more major life activities.

Information and Communication Technology (ICT): Encompasses electronic and information technology covered by Section 508 of the Rehabilitation Act of 1973 as well as

Telecommunications products. Interconnected Voice over Internet Protocol' (VoIP) products, and Customer Premises Equipment (CPE) covered by Section 255. Examples of ICT include computers, information kiosks and transaction machines, telecommunications equipment, multifunction office machines, software, websites, and electronic documents.

Instructional Materials: includes electronic instructional materials such as, syllabi, textbooks, presentations and handouts delivered within **California Community College's** learning management system via email or via another electronic means for face-to-face classes as well as a-learning courses. It also includes electronic instructional activities such as instructional videos, online collaborative writing, web conferencing, blogging, and any other instructional materials as technology evolves.

Timely: As it relates to ~~equally effective alternative~~ **equitable** access to instructional materials and ICT, timely means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

ICT and Instructional Material Accessibility Standard Statement

The District is committed to ensuring ~~equal~~ **equitable** access to instructional materials and ICT for all, and particularly for individuals with disabilities, in a timely manner in accordance with Government Code Sections 7405, 11135, and 11546.7 and best practices. The District will comply with the accessibility requirements of Section 508 of the Federal Rehabilitation Act of 1973 by:

- Developing, purchasing, acquiring, to the extent feasible, instructional materials and ICT products that are accessible to individuals with disabilities ;
- Using and maintaining instructional materials and ICT that is consistent with this Standard;
- Promoting awareness of this Standard to all relevant parties, particularly those in roles that are responsible for creating, selecting, or maintaining electronic content and applications;
- **Monitoring the application of this Standard to ensure compliance; and**
- **Providing support, professional development, and resources to assist college employees in implementing this Standard.**

Legally Required Practices:

In accordance with WCAG standards, any media that is distributed electronically must be made accessible, including web pages, flyers, videos , presentations, emails, images, Word documents, Excel files , and PDFs. The most common items to be made accessible include:

- **Images must have alternative text to provide the purpose of the image for people using screen readers.**
- **Audio/video files must have transcriptions/captions, as covered in Administrative Procedure 3450.**
- **Hyperlinks need to use descriptions that are unique, meaningful, and clearly describe where the link will take the viewer.**
- **Forms and webpages shall be designed to be navigated without solely using a mouse.**
- **Color must not be the sole method for providing information or emphasis.**
- **Color contrast should be sufficient to allow viewers to distinguish between the text and the background.**

Ensuring equal **equitable** access to equally **similarly** effective instructional materials and ICT is the responsibility of all District administrators, faculty, and staff.

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