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.
    California Education Code Sections 67302 and 67302.5
    AP 3445

Definitions
The following definitions apply to this procedure:

Accessible: Providing an individual with a disability equitable access to the same information, interactions, and services as a person without a disability with substantially equivalent ease of use.

Equitable Access: 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 reasonable manner and medium appropriate to the disability-related limitations of the individual and (4) 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. Such alternative(s) are not required to produce the identical result or level of achievement but must afford individuals with disabilities equal opportunity to obtain the same 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, ~~Web sites~~ websites, and electronic documents.

Instructional Materials: Includes electronic instructional materials, such as, syllabi, textbooks, presentations and handouts delivered through online or hybrid classes, via email, or via another electronic means for face-to-face classes. 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 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.

Information and Communication Technology (ICT) and Instructional Material Accessibility Standard Statement

The District is committed to ensuring equitable access in a timely manner to instructional materials and ICT for all, including individuals with disabilities. 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 and/or 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 are consistent with this Standard; and
- 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.
- Publishing a statement of commitment and availability of accessible instructional materials in all course syllabi.
- 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 Accessibility and Acceptable Use Practices

In accordance with WCAG 2.0, any media that is distributed electronically must be made accessible, including webpages, 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.
- Websites and webpages including links and materials contained within must be accessible

Ensuring equitable access to instructional materials and Information and Communications Technology is the responsibility of all District administrators, faculty, and staff.

The District will comply with any additional, relevant legal mandates that are published after these Procedures.

List of Resources for College Employees

Accessibility solutions for all media via Accessibility Center for California Community Colleges Technology Center: https://cccaccessibility.org/

Document and web accessibility strategies and tools via Web AIM: https://webaim.org/

Audio and video media accessibility via Web Accessibility Initiative: https://www.w3.org/WAI/media/av/

Excel Spreadsheet Accessibility via Microsoft Office: https://support.office.com/en-us/article/make-your-excel-documents-accessible-to-people-with-disabilities-6cc05fc5-1314-48b5-8eb3-683e49b3e593

Accessible PDFs via Adobe: https://www.adobe.com/accessibility/pdf/pdf-accessibility-overview.html

Creating a Universally Accessible Syllabus via Mt. San Antonio College https://www.mtsac.edu/toolkits/toolkit.html?&row_id=7711003004692356&page_redirect=home

Sample Syllabus Statement:

Your success in this class is important to me. I have made every effort to make all of our class materials accessible to everyone. If there are aspects of this course that prevent you from learning or exclude you, please let me know as soon as possible. Together we will develop strategies to meet both your needs and the requirements of the course. There are also a range of resources available to you on campus, including the Writing Center, Learning Assistance Center, and Counseling Services. If you have a disability, I encourage you to visit the Accessibility Resource Center for Students (ACCESS), formerly DSPS, to determine how you could improve you're learning as well. If you need official accommodations, please talk to me about them as soon as you can. I look forward to working with you to make this a successful semester!

Mt. San Antonio College's Distance Learning Accessibility Checklist (attached)

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