

IDAHO STATE UNIVERSITY
POLICIES AND PROCEDURES (ISUPP)
Electronic and Information Technology Accessibility
ISUPP 1020

POLICY INFORMATION

Policy Section: *Governance/Legal*

Policy Title: *Electronic and Information Technology Accessibility*

Responsible Executive: *Disability Services*

Sponsoring Organization: *General Counsel*

Dates: Effective Date: *April 23, 2018*

Revised:

Annual Review: *April 23, 2019*

I. INTRODUCTION

Electronic and Information Technology (EIT) is a major source of information for many individuals. The Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008, and Sections 504 and 508 of the Federal Rehabilitation Act of 1973 as amended require that persons with disabilities have the same opportunity to access education and administrative services, programs, and activities as are available to people without disabilities.

II. POLICY STATEMENT

Idaho State University (ISU or University) is committed to ensuring that individuals with disabilities have access to the increasing amount of EIT on its campuses. This includes the accessibility of websites and website content, instructional materials, documents, multimedia, and accessibility of software, hardware, and systems.

III. DEFINITIONS

- A. “Accessible” means that individuals with disabilities can acquire the same information, engage in the same interactions, and enjoy the same services as those without a disability, and are able to do so in an equally effective manner with equivalent ease of use.
- B. “Disability” means having a physical or mental impairment that substantially limits one or more major life activities.
- C. “Electronic and Information Technology” or “EIT” means technology, equipment, and systems used to create, convert, duplicate, manage, transmit, receive, and/or store data or information. This includes, but is not limited to, websites, digital content, electronic books, search engines, databases, learning management systems, classroom technology,

classroom multimedia, telecommunications products, information kiosks, internet and intranet websites, electronic books and electronic book reading systems, computers, software and office equipment.

IV. AUTHORITY AND RESPONSIBILITIES

It is the responsibility of each Vice President, Dean, and Director to work toward an accessible EIT environment for all EIT under their purview through consultation with the Disability Services (DS) office, the Instructional Technology Resource Center (ITRC), the Marketing and Communications department and other Information Technology (IT) departments.

The Director of DS will serve as the EIT Coordinator for the University and will be responsible for the development, implementation and coordination of the University EIT Plan and Policy and for establishing the EIT Committee to assist with oversight and activities associated.

V. PROCEDURES TO IMPLEMENT

- A. Website accessibility: all web pages created by or developed for colleges, departments, programs, and units whether hosted by ISU or by a third party, shall be accessible. Web pages/web sites will meet the standards and guidelines expressed in the Web Content Accessibility Guidelines (WCAG) 2.0 (<http://www.w3.org/TR/wcag2ict/>) published by the World Wide Web Consortium (W3C). All pages will meet Level AA guidelines with limited exceptions. All University websites, unless technically impossible, will link to the University's main accessibility page which includes a statement of commitment to Web accessibility.

Further, if a college, department, program and/or unit website does not meet the standards and guidelines outlined, the Marketing and Communications Department will notify said entity, where guidance will be provided. The department will have thirty (30) days to update their content or media to meet standards and guidelines. If corrections are not made within the required timeframe, then the site will be taken down until accessibility requirements have been met.

- B. Instructional materials accessibility: all electronic instructional materials, including but not limited to syllabi, textbooks, and presentations as well as handouts that are delivered face-to-face in classrooms, within Moodle or any other learning management system, or through other media such as blogs and web conferencing shall be accessible and made available to all students at the same time.
- C. Document accessibility: all documents that are produced by, maintained by, and/or distributed by ISU, such as but not limited to Word documents, PDFs, presentations, and spreadsheets that are scanned, uploaded, posted, or in some other manner published or distributed electronically shall be accessible.
- D. Multimedia accessibility: all multimedia resources, such as but not limited to media that are instructional, informational, or used for marketing and promotional purposes, shall be accessible.

- E. Software, hardware, and systems procurement: all purchases of software, hardware, and systems must include the following clause:

“Contractor hereby warrants that the products or services to be provided under this agreement comply with Idaho State University accessibility requirements, and will provide equal and effective access to all individuals in accordance with federal and state laws and regulations, including, but not limited to the Americans with Disabilities Act of 1990 as amended, and Sections 504 and 508 of the Rehabilitation Act of 1973 as amended.

Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services that are brought to its attention.

Contractor further agrees to defend, indemnify and hold harmless Idaho State University and the State of Idaho from any claim arising out of its failure to comply with the previously mentioned requirements.

Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement.”

- F. Exceptions to the EIT policy are permissible only in those instances where a risk assessment is conducted that examines the implications of non-compliance, and where an EIT Exception Request and Corrective Action Form has been prepared, reviewed, and approved by the responsible Vice President and the EIT Committee. All exceptions to the policy will be reviewed annually by the Committee and, in consultation with the responsible Vice President, will be amended or revoked as necessary.

VI. ATTACHMENT

EIT Exception Request and Corrective Action Form

RELATED LAWS

Americans with Disabilities Act, 42 U.S.C. §§12101 *et seq.* (1990)

Rehabilitation Act of 1973, 29 U.S.C. § 701 *et seq.* (1973)

PRESIDENTIAL CERTIFICATION

Approved by Arthur C. Vailas
President, Idaho State University

Date: _____

ISUPP 1020 Policy Exception Request

EIT Exception Request and Corrective Action Form

The following circumstances may qualify as exceptions from this policy:

1. Where compliance is not technically possible or may require extraordinary measures due to the nature or intent of the information resource, application or service. Lack of sufficient funding for any particular college, department, program, or unit of the University is not considered an exception.
2. Where compliance would result in a fundamental alteration of the information resource, application, or service, and would not satisfy the original intent of the EIT.
3. Where, in the case that information resources, applications and services that are procured through third party vendors or contractors; and that no alternative accessible products are available from other third party vendors or contractors, procurement can be made of a non-compliant product.
4. Where the product is currently not compliant, but efforts are being made to rectify defects by a defined date.

Exception Request

Name of Requestor:

Email:

Department:

EIT Description:

EIT Source: (Is this a commercially available software or product, under development in-house, under development by contractor or third party, etc.):

Usage of this EIT is (check all that apply):

- Public facing
- Internal users; students, faculty and/or staff
- High number of users
- Low number of users
- Other

Justification for Exception:

Action Plan: Describe how the EIT will become compliant in the future, if applicable.

What will be the alternative, equivalent means of access?

Technical Review

Comments and review:

Recommend granting exception?

Reviewer name:

Approvals

Vice President

Approved/Denied:

Signature:

EIT Coordinator

Approved/Denied:

Signature:

General Counsel

Approved/Denied:

Signature: