



## 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.

### 1. Definitions of Key Terms

- A. **Accessibility Standards:** The Revised 508 Standards are the accessibility standards for Information and Communication Technology (ICT) and Instructional Materials. As of January 2018, the Revised 508 Standards incorporate the internationally accepted Web Content Accessibility Guidelines (WCAG) 2.0 level A and AA into the United States Section 508 of the Rehabilitation Act web accessibility standards.
- B. **Accessible:** Accessible means an Individual with a Disability is afforded the opportunity to acquire 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 manner, with substantially equivalent ease of use.
- C. **Digital Content:** The content and functionality of web pages, electronic documents, desktop and web-based software, and hardware defined as ICT.
- D. **Equally Effective:** Alternative access for Individuals with Disabilities to ICT and Instructional Materials is Equally Effective when it:
  - I. is Timely,
  - II. is accurate in translation,
  - III. is delivered in a manner and medium appropriate to the disability of the individual, and
  - IV. 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.
- E. Equally Effective alternatives 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.

- F. Equally Effective alternative formats communicate the same information and allows users to have a comparable experience in as Timely a fashion as does the source. For interactive applications or services, Equally Effective means that the end result (e.g., registration) is accomplished in a comparable time and with comparable effort on the part of the Individual with a Disability.
- G. **Individual with a Disability:** An individual who has one or more physical or mental impairments that substantially limit one or more major life activities.
- H. **Information and Communication Technology (ICT):** Any information technology, and electronic and Digital Content 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 of the Communications Act. ICT includes any electronic or digital services that enable users to access, store, transmit, or manipulate information. Examples of ICT include desktop and web-based software, websites, learning management systems, enterprise software, audio-visual systems, videos, electronic documents, computers, information kiosks and transaction machines, telecommunications equipment, and multifunction office machines.
- I. **Instructional Materials:** Includes Digital Content, such as, syllabi, textbooks, presentations and handouts delivered within a learning management system, via email or via another electronic means for face-to-face classes as well as distance education courses. Instructional materials also includes digital instructional activities such as instructional videos, online collaborative writing, web conferencing, blogging, and any other Digital Content used for instructional purposes as technology evolves.
- J. **Timely:** As it relates to Equally Effective alternative access to ICT and Instructional Materials, Timely means that the Individual with a Disability receives access to ICT or Instructional Materials at the same time as an individual without a disability.

## 1. ICT and Instructional Material Accessibility Standard Statement

- A. The District is committed to ensuring equal access to ICT and Instructional Materials for all, and particularly for Individuals with Disabilities, in a Timely manner. In accordance with California Government Code Sections 7405, 11135, and 11546.7, and effective practices, the District will comply with the Accessibility Standards by:

- I. Developing, purchasing, or acquiring, to the extent feasible, ICT and Instructional Materials that are Accessible to Individuals with Disabilities;
  - II. Using and maintaining Instructional Materials and ICT that is consistent with this Standard Statement; and
  - III. Promoting awareness of this Standard Statement to all relevant parties, particularly those in roles that are responsible for creating, selecting, or maintaining electronic content and applications.
- B. Although District employees are each responsible, when applicable, for ensuring equal access to Equally Effective Instructional Materials and ICT to students, the District shall provide its employees and/or its students, as applicable, all training, equipment, tools, expertise, and other resources reasonably required to effectively comply with their obligations, or exercise their legal rights, under the law and District policy or procedure. To that end, the District Chief Technology Officer (CTO), or their designee, shall serve as liaison to District employees to address questions regarding compliance with this procedure and to provide, in partnership with the Academic Accommodation Center and Online Education department, all training required for its implementation. District employees shall rely upon the guidance and information provided by the CTO with regard to the employees' responsibilities, to the extent consistent with this procedure, under the law and District policy and procedure.

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