



POLICY AND PROCEDURE

Title: **Information and Communication Technology (ICT) Accessibility Policy**

Policy No.: **6.4**

Department: **Student Services**

Contact: **Director of Disability Support and Related Resources**

Policy

Great Basin College (the college, GBC) is committed to ensuring its information technology resources and services are accessible as required by Section 504 of the Rehabilitation Act of 1973 (Sec 504), the Americans with Disabilities Act of 1990, as amended (ADA) and the GBC ICT Accessibility Plan. This policy defines the terms, authority, responsibility, and procedural process for implementation. For policy definitions see Definitions section below.

Procedures

1.0 ICT General Accessibility

The college seeks Information and Communication Technology (ICT) that is universal in design and accessible to all individuals, including individuals with disabilities. In the event this is technically infeasible or imposes undue burden, the college ensures an equally effective accessible alternative. All ICT must meet the applicable accessibility standards set forth in Section 508 of the Rehabilitation Act of 1973 as amended (Sec. 508), the Americans with Disabilities Act of 1990, as amended (ADA), and the GBC ICT Accessibility Plan. For policy definitions see section below labeled Definitions.

2.0 ICT Accessibility Procurement

The College procures ICT that is universal in design and accessible to all individuals, including individuals with disabilities. In the event this is technically infeasible or imposes undue burden, the College ensures an equally effective accessible alternative. All ICT must meet the applicable accessibility standards set forth in Section 508 of the Rehabilitation Act of 1973, as amended (Sec. 508), the Americans with Disabilities Act of 1990, as amended (ADA), and the GBC ICT Accessibility Plan. The detailed ICT Procurement Procedures are published on the GBC Accessibility Webpage.

3.0 Authority and Responsibility

The Office of the Vice President of Student Affairs oversees the implementation of and compliance with the ICT Accessibility Policy. The Vice President of Student Affairs or designee, shall appoint a standing ICT Accessibility Committee to coordinate those efforts. Technology accessibility is an institution-wide responsibility. Technology access for individuals with disabilities must provide comparable functionality, affordability, accuracy of content and timeliness of service delivery. Products and services must be usable by the greatest number of people including individuals with disabilities.

Each department, faculty member, and employee is responsible to ensure compliance and, if notified of non-compliance, is required to remediate.

4.0 Scope

The ICT Accessibility Policy applies to all technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information employed in support of the College's Mission and Core Themes.

ICT includes, but is not limited to, the internet and intranet websites, content delivered in digital form, electronic books and electronic book reading systems, search engines and databases, learning management systems, classroom technology, instructional materials, student response systems ("clickers"), and equipment such as classroom podiums, copiers and fax machines. ICT also includes, but is not limited to, telecommunications products (such as telephones),

information kiosks, Automated Teller Machines (ATMs), transaction machines (such as payment terminals), computers, ancillary equipment, software, services (including support services), equipment maintained and services operated by third-party vendors, and related resources.

5.0 Procedures and Guidelines

The ICT Accessibility Committee is responsible to maintain the ICT Accessibility Plan including the procedures and guidelines contained therein. All newly created, procured, deployed or otherwise acquired ICT must comply with the ICT Accessibility Plan. All existing ICT must be brought into compliance with the Accessibility Plan at the earliest of either:

- a. The time the existing ICT is edited, revised, renewed, or otherwise reevaluated; or
- b. The date established in the Accessibility Plan.

The ICT Accessibility Committee may establish subcommittees and working groups responsible for subsections of the ICT Accessibility Plan.

The ICT Accessibility Committee must:

- a. Provide an annual report of progress of the Plan, subcommittees, working groups and compliance statistics to the Vice President of Student Affairs and publish annually on the GBC Accessibility Webpage.
- b. Establish and maintain the GBC ICT Accessibility Plan.
- c. Review the ICT Accessibility Policy and submit revisions via the Office of the Vice President of Student Affairs as needed.

6.0 Instructional Materials

All instructional materials and tools (i.e., video, images, documents, mobile applications, student response systems ("clickers"), etc.) are required to be accessible. All third-party content (i.e. publisher content, linked materials, etc.) used in a course must be accessible and is the responsibility of the department or faculty member providing the materials.

All faculty and staff are required to use college approved learning management systems (LMS), video servers, instructional tools (such as the plagiarism detection tool), student response systems ("clickers"), etc. for all instructional activities.

Procedures for accessing the accessibility of instructional materials and tools and the use of College approved systems and tools can be found on the GBC Accessibility Webpage.

7.0 Classrooms, Class Labs, and Meeting Spaces

The College provides information, training, and support to ensure that ICT used in classrooms, class labs and meeting spaces (this includes both centrally scheduled and departmental spaces) is accessible. Accessibility requirements are addressed through the ICT Accessibility Plan. All new and remodeled classrooms will meet these requirements.

Departments and space owners are responsible for ensuring that ICT in areas that are assigned to them are accessible. All classrooms, class labs, meeting spaces, computer labs, and any other spaces not otherwise specifically identified above must comply with the ICT Accessibility Plan. All existing ICT must be brought into compliance with the ICT Accessibility Plan at the time the existing ICT is edited, revised, renewed, or otherwise reevaluated. For policy definitions see section labeled Definitions.

8.0 Computer Labs

Computer labs include all of the following: centrally scheduled, open access, department labs, and highly specialized research labs. Computer laboratories are accessible to all users and follow the ADA Accessibility Guidelines (ADAAG) for Buildings and Facilities. Accessibility requirements are addressed through a coordinated effort among Facilities and the academic department that owns the computer lab (space owner). The space owner is responsible for making requested assistive technology available in the lab as appropriate with the consultation of the Disability Resource Center (DRC).

All classrooms, class labs, meeting spaces, computer labs, and any other spaces not otherwise specifically identified above must comply with the ICT Accessibility Plan. All existing ICT must be brought into compliance with the ICT Accessibility Plan at the time the existing ICT is edited, revised, renewed, or otherwise reevaluated.

9.0 Websites and Web Content

All websites, web pages, web-based applications, and social media published or hosted by the College or otherwise used to conduct official college academic and business activities must be in compliance with the ICT Accessibility Policy and must meet accessibility standards as published in the GBC ICT Accessibility Plan. This includes, but is not limited to, academic division websites, departmental websites, student organization websites, faculty/staff websites, and externally hosted sites and content provided for official college business or instruction. Personal or faculty websites, are not to be used for the dissemination of any instructional materials or content nor to conduct official college academic or business activities.

Official college websites must contain a link to the **GBC Commitment to Accessibility** webpage describing the GBC Commitment to Accessibility and a method to report barriers and/or to receive an equally effective accessible format.

10.0 Exceptions

In some instances, ICT may be either not covered by this policy or eligible for exception from this policy when approved by the ICT Accessibility Committee as defined in the Exception section of the ICT Accessibility Plan. Situations may include undue burden, fundamental alteration, user-generated content and others as identified in the exception section of the ICT Accessibility Plan and are evaluated on an individual basis.

11.0 Policy Definitions

Accessible. Individuals with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same services within the same time-frame as individuals without disabilities, with substantially equivalent ease of use.

Information and Communication Technology (ICT). All technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information employed in support of the College's Mission and Core Themes. ICT includes, but is not limited to, the internet and intranet websites, content delivered

in digital form, electronic books and electronic book reading systems, search engines and databases, learning management systems, classroom technology, instructional materials, student response systems ("clickers"), and equipment such as classroom podiums, copiers and fax machines. ICT includes telecommunications products (such as telephones), information kiosks, Automated Teller Machines (ATMs), transaction machines, computers, ancillary equipment, software, firmware and similar procedures, services (including support services), equipment maintained and services operated by third-party vendors, and related resources.

Technically infeasible. If something has little likelihood of being accessible because there is no existing software and/or hardware solution to provide the same level of access to all persons it is technically infeasible.

Undue burden. Compliance is a financial hardship, or is significantly difficult in that it may require extraordinary measures due to the nature or intent of the Information and Communication Technology. Financial hardship is determined within the context of the entire College budget.

Equally effective accessible alternative. The alternative(s) must afford disabled persons 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.

Space Owner. The department, division, or unit responsible for the said space.