



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Luke Bixler</i>
Policy Area:	<i>Chapter 3 General Institution</i>
References:	<i>Good Practice/Optional</i>

## AP 3725 Information and Communications Technology Accessibility & Acceptable Use

### Definitions

The following definitions apply to this procedure:

**Accessible:** 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.

**Equally Effective:** 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, 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. Note, 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, and electronic documents.

**Web Page Standards:** The San Bernardino Community College District (District) is committed to providing information via the Internet and Web pages that is reasonably accessible to all students and interested parties regardless of physical ability. The District will establish and maintain Web Page Accessibility Standards. A Web Standards committee will be established and be responsible for establishing and documenting the Web Page Accessibility Standards for the district and the colleges. The approved Standards will be available electronically on the district and college web sites. The information will be available in alternative formats as needed. Web Page Accessibility Standards compliance is inclusive of all web pages for colleges, departments, and the District. It is encouraged, but not required, to have individual faculty, staff and student web pages comply with the accessibility standards. Mandatory compliance, however, is required for any faculty, staff or student web page that contains information necessary for students to complete required course work; these

pages must comply with the accessibility standards or be made available to students in an alternative format when requested, consistent with ADA regulations concerning reasonable accommodation.

Instructional Materials: Includes electronic instructional materials, such as, syllabi, textbooks, presentations and handouts delivered within CCC's learning management system, via email or via another electronic means for face-to-face classes as well as e-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 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 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 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 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.

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

### **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.

## **Attachments:**



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## BP 3725 Information and Communications Technology Accessibility & Acceptable Use

The governing board shall ensure equal access to instructional materials and information and communication technology (ICT) for all and particularly for individuals with disabilities, in a timely manner.

As it relates to equally effective alternative access to instructional materials and ICT, timely manner 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.

The Chancellor shall establish administrative procedures to comply with the requirements specified in Section 508 of the Rehabilitation Act and its implementing regulations.

### 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. Also see BP/AP 3410 Nondiscrimination, BP/AP 3720 Computer and Network Use, AP 3725 Accessibility and Acceptable Use, BP/AP 5140 Disabled Student Programs and Services, and AP 6365 Contracts – Accessibility of Information Technology.

### Attachments: