

GENERAL INSTITUTION

AP 3725 Accessibility of Electronic and Information Technology & 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.

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.

Electronic and Information Technology (EIT): 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.

Instructional Materials: Includes electronic instructional materials, such as, syllabi, textbooks, presentations, and handouts delivered within learning management systems, 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.

Purchase of Electronic and Information Technology (EIT): Every new EIT product purchased by the District must meet Section 508 standards and/or has the capability to use assistive software and hardware. Product examples include: software applications, telecommunications, videos, multimedia, self-contained closed products (e.g. ATM's, copiers, information kiosks, fax machines), and desktop and portable computers. Vendors will be required to submit a Voluntary Product Accessibility Template (VPAT) to evaluate their product for Section 508 provisions.

Timely: As it relates to equally effective alternative access to instructional materials and EIT, timely means that the individual with a disability receives access to the instructional materials or EIT at the same time as an individual without a disability.

Alternate Media Alternate Media provides the production of alternate print materials for students with verified print disabilities. Alternate formats include but are not limited to: Braille, electronic text, audio recording, large print, tactile graphics and captioning. Requests for instructional alternate media formats are made to the Disability Resource Center (DRC).

All District publications, brochures, handbooks, syllabi, phone directories etc. intended to convey information regarding courses, programs, services or general information to students shall be made available in alternate formats upon request. All such printed materials should include the following statement: "An alternate format of this material available upon request at (760) 593-7230 or drc@palomar.edu."

EIT and Instructional Material Accessibility Standard Statement

The District is committed to ensuring equal access to instructional materials and EIT 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 EIT products that are accessible to individuals with disabilities;

- Using and maintaining instructional materials and EIT 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 EIT is the responsibility of all District administrators, faculty, and staff.

Also see: Accessibility of Electronic and Information Technology & Acceptable Use