



## **Administrative Regulation 7240 ACCESS TO PROGRAMS AND SERVICES THROUGH INFORMATION TECHNOLOGY**

**Responsible Office:** Office of Information Technology

### **PURPOSE**

This administrative regulation describes the protocols for ensuring accessibility of online content and functionality for any individual accessing a website maintained by the Washoe County School District ("District").

### **REGULATION**

1. The District recognizes that individuals have different degrees of capabilities, software, and hardware to access information technology resources, to include the internet. Users with disabilities may not be able to see, hear, or process some types of information; may have difficulty reading or understanding text; or may not have or be able to use a keyboard or mouse.
2. The District has a responsibility to ensure people with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as their nondisabled peers. To that end, the District shall adhere to the guidelines established by the World Wide Web Consortium's ("W3C") Web Content Accessibility Guidelines 2.0 ("WCAG 2.0") Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite 1.0 for web content.
3. The District shall ensure that electronic and information technology procured and used in the District, to include schools, is accessible to all employees, students, and the community, including individuals with disabilities and their family members.
4. All schools and departments in the District shall create and maintain webpages within the District's official website. To maximize compliance with accessibility standards, the District and its staff shall not utilize third-party websites without the express permission of the Superintendent or his/her designee.
  - a. Approval of such third-party websites shall only occur when such website:
    - i. meets a need not available through the District's Information Technology,
    - ii. meets accessibility standards, and
    - iii. complies with state and federal laws related to, among other things, confidentiality of information.

5. In providing online access for individuals with disabilities, the District shall implement the following:
  - a. Information on websites maintained by the District shall be perceivable to a user who has difficulties with one or more of their senses and are, therefore, reliant on assistive technology to browse the website.
  - b. Operation or browsing of websites maintained by the District shall be possible for individuals with physical impairments, such as motor difficulties. Websites maintained by the District shall be operable via keyboard-only navigation, with no time limits for users.
  - c. District maintained websites shall be understandable, use clear terms, have simple instructions and explain complex issues.
  - d. The District's website(s) shall allow individuals to use third-party technology such as web browsers and screen readers. The website shall meet recognized standards to minimize the risk of users relying on technology that cannot correctly process the website.
  
6. Content
  - a. All new, newly-added, or modified content and functionality, as of the date of this administrative regulation, featured on any website maintained by the District will be accessible to people with disabilities except where doing so would impose a fundamental alteration or undue financial burden.
    - i. When such fundamental alteration or undue financial burden applies, the District shall seek to provide equally effective alternate access.
    - ii. In providing equally effective alternate access, the District shall take any actions that do not result in a fundamental alteration or undue financial and/or administrative burdens while ensuring that, to the maximum extent possible, individuals with disabilities receive the same benefits or services as their nondisabled peers.
    - iii. To provide equally effective alternate access, alternatives are not required to produce the identical result or level of achievement for persons with and without disabilities. Such access should afford persons with disabilities an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement in the setting most appropriate to the person's needs.
  - b. Content includes text, videos, audio, pictures and any other information being placed on the website. Specific guidelines related to content and content managers may be found in Administrative Procedure 7241, Website Content Management.

## 7. Audit, Compliance and Accountability

- a. Audit and Compliance. All sites within the District site are subject to audit. All sites will be required to comply with:
  - i. District Web Content Guidelines to include: formatting and layout; text and readability; and document and image copyright; and
  - ii. All ADA Accessibility Guidelines to include: contrast; alternative text (images, video, documents); video transcripts and captions; and navigation protocols
- b. Existing policies and other governing documents related to information technology resources and accessibility shall be reviewed periodically related to the procurement, use, and development of electronic and information technology. Consideration shall be given for how accessibility issues may be incorporated within those governing documents.
- c. Accessibility protocols in the District shall comply with state and federal laws and regulations, to include the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.
- d. District procedures shall cover software applications and operating systems; web-based information and applications; computers; and the use of pictures, audio, and video.
- e. The District seeks to ensure full compliance with program accessibility guidelines by the 2018-19 school year. The Department of Information Technology shall regularly evaluate progress made toward the use of accessible electronic and information technology in the District.
- f. All sites maintained by the District or District staff on behalf of the District are subject to audit. Audits shall generally occur on an annual basis facilitated by the Department of Information Technology.

## 8. Training

- a. The District will deliver website accessibility training to all appropriate personnel, including, but not limited to: content developers, webmasters, procurement officials, and all others responsible for developing, loading, maintaining, or auditing web content and functionality.
  - i. All content managers responsible for the addition and/or revision of information on District maintained websites and other online applications shall receive regular training and support regarding accessibility issues, policies, and procedures.

- ii. Training for content managers is mandatory and shall be ongoing. Content managers shall be responsible for completing training on an annual basis.
  
- b. The District shall develop and communicate its procedures for responding to requests for disability-related accommodations when electronic and information technology that is used in the District is not accessible to a student, staff member or other individual. Applying accessibility policies, procedures, and standards will ensure that such requests are kept to a minimum. The District's accessibility policy, and any applicable regulations and procedures, shall be made available through the District's online policy database and upon request. The name and contact information for the District's Civil Rights Compliance Department shall be posted in all buildings, to include the process for making an accommodation request.

## **DEFINITIONS**

1. A website is a connected group of pages on the World Wide Web regarded as a single entity, usually maintained by one person or an organization and devoted to a single topic or several closely related topics.
  
2. The World Wide Web Consortium (W3C) is the international standards organization for the World Wide Web.

## **DESIRED OUTCOMES**

1. Through the regulation and its guiding Board policy, the District seeks to ensure individuals with physical, sensory or cognitive disabilities receive equal access to the District's programs, services, and resources offered using electronic and information technology.

## **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This administrative regulation reflects the goals of the District's Strategic Plan and the governing documents of the District, to include:
  - a. Board Policy 9201, Bullying, Harassment and Discrimination Prohibited
  - b. Administrative Procedure 7241, Web Content Management
  
2. This administrative regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
  - a. Chapter 388, System of Public Instruction

3. This administrative regulation complies with federal laws and regulations, to include:
  - a. Section 504 of the Rehabilitation Act of 1973
  - b. The Americans with Disabilities Act of 1990

### **REVIEW AND REPORTING**

1. This administrative regulation shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the guiding policy as well as an audit of the accompanying governing documents.
2. Additional administrative regulations and/or other associated documents may be developed as necessary to implement and support this administrative regulation.

### **REVISION HISTORY**

Date	Revision	Modification
11/09/2016	1.0	Adopted