

Accessibility of Information Technology and Digital Content

	<p>Policy identification number: To come...</p> <p>File: Ethical & Responsible Conduct Policies > Responsible Conduct Policies</p> <p>Accessibility of Information Technology and Digital Content</p> <p>Policy Summary</p> <p>This policy and the College's Standards for the Accessibility of Information Technology and Digital Content, reflects Fort Lewis College's commitment to providing access to information technology and digital content to all FLC students, employees and the general public regardless of disability.</p>
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<p>Policy Owner</p> <p>President</p>	<p>Approval Date</p> <p>October 21, 2015</p>	<p>Effective Date</p> <p>October 21, 2015</p>
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<p>Search Terms</p> <p>president, ada, 504, a, accessibility, d, disability, information, technology, digital content,</p>	<p>Scheduled for Review</p> <p>Fall 2025</p>
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Policy Statement

1. Fort Lewis College commits to ensuring that information technology and digital content it creates or distributes in providing its programs, services and activities is accessible to individuals with disabilities.
2. College faculty and staff who use, create, purchase or maintain information technology and/or digital content for College programs, services and activities are responsible for making it accessible in accordance with the College's Standards for the Accessibility of Information Technology and Digital Content.
3. To assist faculty and staff in meeting the responsibilities described above (2.) the College shall make available training and resources for faculty and staff who are responsible for

creating, selecting, purchasing, and/or maintaining any information technology/digital content in any College program, service or activity. The training and resources shall include how to make information technology/digital content accessible, how to check for accessibility and how to request assistance.

4. The College shall establish and maintain an Information Technology and Digital Accessibility Review Committee. Members of the committee shall include faculty, staff, students and administrators. The Vice Presidents and the Faculty Senate Executive Board, Associated Students of Fort Lewis College, or their designees, shall appoint committee members. The committee shall be responsible for:
 1. developing, maintaining and updating the Standards for the Accessibility of Information Technology and Digital Content;
 2. developing a plan for implementation of the Standards for the Accessibility of Information Technology and Digital Content;
 3. identifying and distributing best practices and resource information regarding accessible information technology and digital content;
 4. reviewing and making recommendations to the Vice Presidents to grant exceptions to this policy or the Standards for the Accessibility of Information Technology and Digital Content;
 5. determining the content and frequency of trainings required above (3.) and assessing the quality and effectiveness of trainings;
 6. reviewing and updating this policy.
5. Exceptions to this policy may be recommended by the Review Committee and granted by the Vice Presidents under certain circumstances including, but not limited to, fundamental alteration, as defined below, or undue hardship.

Reason for Policy

The Americans with Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, require that higher education institutions afford all qualified individuals with equal access to programs, services and activities, and effectively communicate with individuals with disabilities.

In addition to supporting the mission of the College and complying with applicable federal and state laws, the College recognizes its responsibility to make every member of the College community aware of and responsive to the particular needs of people with disabilities. Therefore, Fort Lewis College is committed to ensuring equal access to information, programs, services and activities through its information technologies and digital content to all FLC students, employees and the general public regardless of disabilities.

Responsibilities

For following policy: All Fort Lewis College employees

For enforcement of policy: President or designee(s)

For oversight of policy: President or designee(s)

For notification of policy: Policy Librarian

For procedures implementing policy: Information Technology and Digital Accessibility Review Committee and Vice Presidents

Definitions

Accessible: means a person 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. Staat, D. (2013, February 28). South Carolina Technical College System OCR Compliance Review No. 11-11-6002. Retrieved January 15, 2015, from <http://www2.ed.gov/about/offices/list/ocr/docs/investigations/11116002-b.html>

Digital Content: any type of content (e.g. text, audio, video, images) that exists in the form of digital data.

Fundamental Alteration: means alteration of the essential purpose of the program or service, or any of its components.

Information Technology: means any electronic system or equipment, and content contained therein, used to create, convert, communicate, or duplicate data or information. The intent of this definition is to capture an inclusive spectrum of current and emerging technology. Examples include: websites, email, text messages, social media sites, mobile applications.

Standards for the Accessibility of Information Technology and Digital Content: a document that will establish the official Fort Lewis College standards and implementation plan for the accessibility of information technology and digital content in accordance with, and as a supplement to, the Policy for Accessibility of Information Technology and Digital Content.

Undue Financial and Administrative Burden: means significant difficulty or expense. The College must consider all resources available at the institution level when reviewing claims of undue financial and administrative burdens. A comprehensive analysis of the situation and sufficient documentation must be provided for consideration to invoke undue financial and administrative burdens.

Procedures

[Standards for the Accessibility of Information and Communication Technology 05-16-18.pdf](#)