

Christopher Newport University

Policy: Accessibility of Information and Communication Technology

Policy Number: 1060

Executive Oversight:	Vice President of Student Affairs, Vice President for Finance and Planning and CFO, and Chief Communications Officer
Contact Office:	Human Resources and Student Affairs
Frequency of Review:	Biennially
Date of Last Review:	April 2022

A. PURPOSE

This policy is adopted to establish requirements for the accessibility of Information and Communication Technology (ICT), stored information, and information technology tools, used and made available by Christopher Newport University to individuals with disabilities. Faculty, staff and contractors who are responsible for ICT and stored information that impacts students, employees or the public must ensure that Web content, Web applications, digital materials, and environments meet the requirements of this policy.

B. POLICY STATEMENT

Christopher Newport University is committed to providing equitable access and opportunity to a diverse community. This policy sets forth accessibility standards and guidelines that reflect best practices for achieving the accessibility of ICT for use by persons with disabilities. The procurement, development, and maintenance of ICT and user support services must ensure equal access or accommodation and comply with state and federal law.

The University adopts as its guideline the Web Content Accessibility Guidelines 2.1 (WCAG 2.0), Level A and AA. As new technologies become available and user needs change, the University's standard will evolve. The University shall provide training and support services to faculty and staff responsible for assuring accessibility of our information and communication technology.

Vendors who provide information or communication technology or tools shall be required to demonstrate and commit that the products and services they provide are and will continue to be accessible to individuals with disabilities, or if accessibility is not possible to provide a plan for reasonable alternative access. All contracts shall require a Voluntary Product Accessibility Template.

C. PROCEDURES

1. All campus Information and Communication Technology (ICT) services, systems, products, digital documents, video, applications, websites, web forms, and similar tools and services shall be electronically scanned at least annually to assess accessibility.
2. When ICT services, systems, products, digital documents, video, applications, websites, web forms, and similar tools and services are identified as failing in some way to meet the accessibility standard established pursuant to this policy, reasonable efforts shall be made either to correct the failure or to plan for alternative access should access be necessary or required by an individual with a disability.
3. In the procurement of ICT, all contracts shall require the selected vendor to provide accessible products or services and, if requested to do so, to demonstrate accessibility. If accessibility is not possible, vendors must provide an Equally Effective Alternative Access Plan for addressing the issues as well as a timeline for bringing the ICT to full compliance.
4. Information and training shall be provided as needed to support the ability of faculty and staff to meet the University's obligation that all campus ICT services, systems, products, digital documents, video, applications, websites, web forms, and similar tools and services are accessible to the disabled.
5. A digital accessibility program manager appointed by the Chief Communications Officer shall train, monitor, and track as necessary the implementation of this policy, as approved by the IT Executive Committee.
6. Faculty are responsible for providing materials in their classes in accessible format when there is a student with a disability which limits or interferes with their access to electronic information. Faculty requiring assistance in the provision of accessible materials may work with the Office of Communications and Public Relations to meet accessibility standards.

D. REFERENCES

Americans with Disabilities Act: 42 U.S.C 12101 et seq.
28 CFR Part 35 (Title II and Title III)

Rehabilitation Act of 1973: 29 U.S.C. §794 (§§504 and 508) and 34 CFR Part 104

E. APPROVAL AND REVISIONS

Approved By: Policy Committee, September 5, 2018

Revision 1: Policy Committee, February 20, 2020

Revision 2: Policy Committee, August 31, 2022

F. NEXT REVIEW DATE: Spring 2024