Policy: Accessibility of Information and Communication Technology
Policy
Policy Number: 1060

Executive Oversight: Vice President of Student Affairs, Vice President for Strategy and Planning, and Chief Communications Officer
Contact Office: Human Resources and Student Affairs
Frequency of Review: Biennially
Date of Last Review: February 2020

A. PURPOSE

This policy is adopted to establish requirements for the accessibility of electronically communicated and 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 electronically communicated and stored information must ensure that the content meets the requirements of this policy. 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.

B. POLICY STATEMENT

Christopher Newport University is committed to providing access and opportunity to a diverse community. This includes the availability and use of information to persons with disabilities so that they have the opportunity to access and utilize information, learning materials, technologies, and technology-related services. The procurement, development, and maintenance of information technology 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 2.0 (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. The Chief Communications Officer shall designate a digital accessibility program manager. This person shall train, monitor and track as necessary for the implementation of this policy, as approved by the IT Executive Committee.

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

F. NEXT REVIEW DATE: Spring 2022