# Information Technologies Accessibility Policy
# OP-36-20-1

## Statement of Policy

The University of Wisconsin-Green Bay is committed to ensuring that its information technologies are accessible in conformance with the Information and Communication Technology (ICT) Standards and Guidelines under Section 508 of the Rehabilitation Act of 1973 as amended in 2017 and with the University of Wisconsin System Policy 14-10.

UW-Green Bay is legally, ethically and morally dedicated to communicating information to all individuals in a way that promotes their academic, professional and personal goals. The University commits to programs, services and activities compliant with this policy.

To achieve this, UW-Green Bay will

- Procure, develop and maintain information technologies that are accessible to people with disabilities.
- Conform to federal, state and University of Wisconsin System guidelines regarding the creation and distribution of digital resources/assets.
- Promote awareness of this policy to all members of the University.
- Provide training in support of this policy to individuals creating, selecting or maintaining the University's information technologies.
- Continuously improve assets, methods and standards to provide equal access to information technologies for all.

## Scope

This policy governs UW-Green Bay's information technologies that are created, used and/or provided by UW-Green Bay, including:

- **Digital Documents**:  All University produced, maintained or distributed digital documents intended for a public audience created after the effective date of this policy must be produced in an accessible manner. This includes, but is not limited to, word processing documents, PDFs, presentations, publications and spreadsheets that are scanned, posted, uploaded or otherwise published or distributed electronically.
- **Electronic Media**:  All electronic multimedia resources used for instruction, communication, marketing, promotion or other academic or business purposes that are created or utilized after the effective date of this policy must be accessible.

- **Instructional Materials**:  All electronic instructional materials, both optional and required for a course of study, must be accessible. This includes, but is not limited to, syllabi, textbooks, presentations, recordings and handouts delivered within the University's learning management system, via email or via another electronic means for face-to-face classes as well as distance education courses.
- **Procurement/Purchases**:  UW-Green Bay will purchase electronic products and solutions, including, but not limited to multimedia, operating systems, software, and web-based applications that meet or exceed the stated accessibility standards. UW-Green Bay requires that all requests for and proposals from and contracts with vendors include language that outlines this requirement and provides stipulations for how the vendor is expected to demonstrate compliance.
- **Software, Hardware and IT Systems**:  Software, hardware and IT systems used for academic or scholarly research purposes, administrative and business purposes, recruitment and enrollment purposes and to serve the general community must be accessible and produce accessible products or content, which includes compatibility with assistive technology. Software, hardware and IT systems include, but are not limited to the content management; email platform; event and course registration; financial and budgetary systems; human resource administration; learning management system; library systems; and SIS regardless of whether they are freeware, enterprise systems, OER, or shareware; rented, purchased, or subscription services; or online/remotely hosted software solutions.
- **Third-Party Tools**: UW-Green Bay requires that all third-party tools meet or exceed the stated accessibility standards. Third-Party Tools must meet this requirement and provide stipulations for how the vendor is expected to demonstrate compliance prior to purchase. Electronic solutions, software and hardware purchased prior to this policy may not meet the stated accessibility standards. As contracts end or solutions are no longer supported, accessibility will be a criteria considered for any replacement solution.
- **Websites**:  All websites, pages and web-based software and the online content contained within (e.g., images, video, audio, etc.) published or hosted by the University or used to conduct University business created on or after the effective date of this policy must be accessible.

## Responsibility

It is the responsibility of all University faculty, staff and student employees to facilitate equal access to informational technologies by adhering to the guidelines of this policy. As technologies advance, the Accessibility Work Group will continue to examine and potentially adopt additional standards and recommendations that can contribute to the University's overall commitment to accessibility.

## Exceptions

While the University remains committed to accessibility, there can be circumstances that make compliance to the standards and requirements outlined this policy not feasible. Examples of these cases may be due to the purpose of the technology resource, the limitations or lack of accessibility solutions, or the unreasonably high financial cost of making the resource accessible. These exceptions, however, should not prevent the University from making a concerted effort to fulfill accessibility obligations. In the event that any IT resource is unable to meet the requirements of this

policy, the University must be prepared to produce that information in an alternative, accessible manner upon request.

## Implementation

In order to ensure accessibility to all users as outlined in this policy, ongoing efforts are made to continuously improve UW-Green Bay's information technology. The UW-Green Bay accessibility website, uwgb.edu/accessibility, outlines the University's commitment and progress to providing accessible information technology. Updates are made to the website to report improvements from departments across campus.

Information technologies purchased for use by the University will be vetted through a purchasing process that considers accessibility. UW-Green Bay requires that newly purchased electronic and information technology be designed, developed, managed, acquired or procured to be accessible to the widest range of users possible. For university purchases related to electronic solutions, software and hardware, UW-Green Bay must receive confirmation from the supplier that demonstrates compliance with accessibility guidelines. Some legacy equipment may be exempt from this policy.

## Accessibility Assistance

UW–Green Bay is committed to providing accessible information technology. In the event that information technology is inaccessible, end users are encouraged to reach out via any of the following methods:

If the information technology that is inaccessible is on the webpage, please use the online website feedback form located at the bottom of every webpage in the footer content.

If the information technology that is inaccessible is provided for a university-sponsored event, please contact the specific organizer of the event. If contact information is not included in the event's information, please use the UWGB directory to identify the appropriate contact information.

If you are an employee of UW-Green Bay, please contact Human Resources by email submission or phone, 920-465-2390 to report any inaccessible information technology.

If you are a student of UW-Green Bay, please contact your instructor and/or the Office of Disability Services by email submission or phone, 920-465-2841.

Once contacted through any of the above methods, the University will pursue all reasonable efforts and appropriate channels to resolve the identified concerns as quickly as possible.

## Resources

UW-Green Bay maintains an accessibility website:  uwgb.edu/accessibility. This includes information and references regarding Section 508, WCAG, Usability.gov standards, and accessibility training and guides. The website also posts the accessibility policy, provides accessibility-related contact

information, and outlines UW-Green Bay's commitment and progress to providing accessible information technology.

## Definitions

**Accessible** - Individuals with a disability are provided an equal opportunity to obtain, interact with, and utilize the same resources and services as individuals without a disability.

**Accessibility Work Group** – Representatives across the University who are directly responsible for the adoption and application of information technologies. The group will meet periodically to review the Accessibility Policy, new technologies and address concerns raised by members of the University community and/or the general public.

**Committee on Disability Issues**- A committee composed of Faculty and Staff members that actively works to further educate individuals, departments and other university entities on the Accessibility Policy.

**Reasonable Accommodation** - Modifications or adjustments to the tasks, environment, policies or the way things are usually done that enable individuals with disabilities to have an equal opportunity to participate in an academic program or a job (U.S. Department of Education, 2007).

**Disability** - Under the ADAAA (Americans with Disability Act Amendments Act), a person who has a physical or mental impairment that substantially limits one or more major life activities.  This includes people who have a record of such impairment, even if they don't currently have a disability.  It also includes individuals who do not have a disability but are regarded as having a disability.

**Digital Document** - Any file provided digitally, including but not limited to word processor documents, spreadsheets, presentations or slideshows, and Portable Document Format (PDF) files.

**Information Technology (IT) -** Any digital or electronic asset or system related to computing technology that is available for University use by students, faculty, staff or members of the general public. These assets include but are not limited to hardware devices and equipment, networking, software, websites and web or computer-based applications.

**University website or web-based application** - Any digital resource, including but not limited to content, documents, forms, images, or videos, within created and maintained by the University that can be reached via an internet browser.

**User or End User** – Any person interacting or utilizing technology offered by the University. Identified groups could include students, faculty/staff, community members, general website visitors.

**World Wide Web Consortium (W3C)** - The primary international standards organizations for the World Wide Web.

**Web Content Accessibility Guidelines (WCAG)** - The widely accepted criteria developed through the W3C that covers a variety of web-related recommendations with the goal of providing an international standard for web accessibility that suits the needs of everyone.

# References

"ADA AMENDMENTS ACT OF 2008." *Americans with Disabilities Act Amendments Act of 2008*, www.eeoc.gov/laws/statutes/adaaa.cfm.

Affairs, Assistant Secretary for Public. "Usability.gov." *Usability.gov*, Department of Health and Human Services, 24 Aug. 2015, www.usability.gov/what-and-why/glossary/tag/accessibility/index.html.

"GSA Government-Wide IT Accessibility Program." *Section508.Gov | GSA Government-Wide IT Accessibility Program*, www.section508.gov/.

University of Wisconsin System Policy 14-10. "Nondiscrimination on Basis of Disability." *Board of Regents*, 17 July 2019, www.wisconsin.edu/regents/policies/discrimination-prohibited/.

U.S. Department of Education. (2007). Disability employment 101: Appendix IV: Reasonable accommodations and the ADA. https://www2.ed.gov/about/offices/list/osers/products/employmentguide/appendix-4.html

*W3C*, www.w3.org/.

"Web Content Accessibility Guidelines." *WebAIM*, webaim.org/standards/wcag/.