

	FGCU POLICY TBD	Responsible Unit:
	<u>Technology Resource Accessibility</u>	<u>Information Technology Services</u>

A. POLICY STATEMENT

Florida Gulf Coast University is committed to providing equal access through its Technology Resources to its services, programs, and activities for members of the University community, as well as University visitors. To ensure that the University is complying with accessibility guidelines and standards, this Policy establishes Technology Resources and University website accessibility requirements for compliance with applicable federal and state disability laws, rules, and regulations.

B. REASON FOR POLICY

This Policy is to inform the University community on software and hardware accessibility requirements that must be met in order to be in compliance with established federal and state disability laws.

C. APPLICABILITY AND/OR ACCOUNTABILITY

This Policy applies to all Technology Resources including all software procured by the University that provides for user interaction and is related to University academic and outreach programs and business operations, including webpages that represent the University, electronic documents, and any multimedia hosted on University Technology Resources that are created or obtained by members of the University community.

D. DEFINITION OF TERMS

1. *Accessible Technology Resources:* Technology Resources that can be equally accessed and independently used by individuals with disabilities. Accessible Technology Resources enable disabled individuals to interact with the University through its Technology Resources with substantially equivalent ease of use as individuals without disabilities, using reasonable accommodations when necessary.
2. *Technology Resources:* All electronic devices, software, and means of electronic communication, whether provided or supported by the University, that are used in support of University academic, administrative, and student-life missions. Technology Resources include, but are not limited to, the University computer network; desktop computers and workstations; laptop or other portable computers; servers; computer hardware such as disk drives, flash drives, and tape drives; peripheral equipment such as printers, modems, fax machines, and copiers; computer software applications and associated files; data and data storage systems, including software that grants access to

external services such as the Internet and external software services; and equipment capable of processing, accessing, displaying, or communicating electronic information, including electronic mail, telephones, cellular phones, pagers, and voicemail systems.

3. University Webpage: A webpage created and published by the University in support of University-related business on University-administered websites. This definition does not include websites, webpages, and social media accounts published by employees for personal purposes; websites and webpages not published on University sites that are not done pursuant to a contract; and third-party social media platforms such as Facebook, LinkedIn, Twitter, or Instagram.
4. Using Unit: The University department or office that is procuring, developing, or placing Technology Resources in service.
5. Voluntary Product Accessibility Template (VPAT): A VPAT published by the Information Technology Industry Council and used by vendors to describe the accessibility of their products and services.

E. PROCEDURES

1. Standard for Compliance (“the Standard”)

The University adopts the World Wide Web Consortium’s standard, “Web Content Accessibility Guidelines (WCAG) Version 2.0, AA conformance level” and Guidance on Applying WCAG 2.0 to Non-Web Information and Communications Technologies (WCAG2ICT) as the minimum accessibility standard for all Technology Resources and University Webpages. In addition, all Technology Resources acquired by the University shall comply with federal and state laws including the ADA Amendments Act of 2008 (ADAAA) and Sections 504 and 508 of the 1973 Rehabilitation Act, as amended.

2. Business Processes, Software, and Applications

All Technology Resources created or obtained by a Using Unit must comply with the Standard or must demonstrate a means to comply with the Standard. All Technology Resources currently in use shall be evaluated to determine the level of compliance with the Standard. If no means is available to obtain compliance with the Standard, the Using Unit and Information Technology Services (ITS) will determine whether the Technology Resource can continue to be used. The Using Unit will be responsible for performing a compliance review when software or hardware changes occur to determine whether the Standard can still be met.

3. Instructional Materials

All instructional materials shall be compliant with the Standard. Instructional materials include, but are not limited to, syllabi, textbooks, presentations, handouts, and all other

electronic instructional materials delivered within the University's learning management system. Materials and presentations, including all verbal presentations, done in-person in classes or an alternate method, and electronic instructional activities such as online collaborative writing, web conferencing, and other similar activities must also comply with the Standard. All University Webpages which include instructional materials must be in compliance with the Standard.

4. Procurement

- a. As part of the University's procurement of Technology Resources, the Using Unit shall evaluate the accessibility of the proposed Technology Resource. Using Unit may also consult Adaptive Services or University Marketing and Communications departments when evaluating Technology Resources for accessibility. Prospective vendors will be requested to submit a VPAT or similar documentation as part of the response to the procurement solicitation. The Using Unit will consider the response and the accessibility of the Technology Resource when recommending purchase. Information on Technology Resources accessibility for faculty and staff can be found at the Office of Adaptive Services webpage.
- b. All University contracts to procure Technology Resources will contain a contract term acknowledging compliance by the vendor with applicable federal and state disability laws and regulations.
- c. New Technology Resources must meet the Standard or have the means to meet the Standard upon acquisition or implementation or within a reasonable product update cycle.

Authority

BOG Regulation 1.001, University Board of Trustees Powers and Duties

History of Policy

New 00/00/00

APPROVED

Michael V. Martin, President

Date