BOARD POLICY   EF

BUSINESS MANAGEMENT   **FEBRUARY 12, 2018**
ACCESSIBILITY OF ONLINE CONTENT

The District recognizes the importance of making its digital content available to the largest possible audience and has attempted to design its website, including its web pages available under www.livoniapublicschools.org and/or any domain name through which the District provides online content, to be accessible by everyone. To that end content on the District's website will maintain compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. In order to ensure compliance, the District will:

a) Adopt specific technical standard(s) that the District will use to determine whether online content is accessible. (see associated Administrative Procedure).

b) Designate Web Accessibility Coordinator charged with the implementation of this policy and associated rules and procedures.

c) Implement procedures to ensure that online content and information obtained through third parties does not create a barrier to access to the District's online educational benefits and opportunities for persons with disabilities.

d) Provide annual training for staff responsible for creating or distributing information with online content. Training will occur by an individual with sufficient knowledge, skill, and experience to understand and employ technical standard(s) adopted by the District (Communication and Video Broadcast Specialist). These trainings will include "Alt-Texts" and "Tooltips" for images and links, editing title headers and assuring all tables and paragraphs are organized and labeled properly.

e) Perform an accessibility audit at regular intervals to access whether information provided by the District through its online content complies with the technical standards adopted by the District (see (a) above) and will remediate issues identified by the audit within a reasonable period of time.

f) Notify employees, guests, visitors, students, and prospective students that they may report violations of the technical standard(s) used by the District, file a formal complaint through its Section 504 and Title II grievance procedure, and/or contact the Web Accessibility Coordinator with any accessibility concerns. The Web Accessibility Coordinator can be contacted at:

> Livonia Public Schools
> Web Accessibility Coordinator
> 15125 Farmington Road
> Livonia, MI 48154
> jtaiario@livoniapublicschools.org
> Or by calling 734-744-2525 x 42138

ADMINISTRATIVE PROCEDURE

The District will implement the following procedures to support its policy ensuring accessibility of online content.

1. The technical standards to determine whether online content is accessible will be the Web Content Accessibility Guidelines (WCAG 2.0) Level AA.

2. The Director of Student Services, Web Accessibility Coordinator for Livonia Public Schools, is responsible for ensuring that any District acquisition or use of online content provided by third parties will provide equal opportunity to educational benefits and opportunities and for the procedures outlined herein.

3. A web accessibility audit will be conducted at least quarterly using recognized online tools. The findings and corrective action plans for such audits will be archived. The District will remediate issues identified by the audit within 30 days.

4. Online content obtained through third parties will be subject to the same technical standards and audits noted in items 1 and 3 above. All requests for proposals, and contracts for the provision of such content will include requirements to meet the technical standards.

5. The District's website shall contain information as to the process for any user (employees, guests, visitors, students, and prospective students) to report violations of the technical standards or file any complaints with regard to accessibility.

6. The District's website shall contain guidance in order for users to access documents posted on its website (e.g., instructions on downloading Adobe Reader to view PDFs).

7. The District has identified the Director of Student Services as the Web Accessibility Coordinator, with the functional responsibility to add, delete, or change online content and provide appropriate initial and ongoing training related to the accessibility standards it has adopted.