Clark County School District

Plan for New Content

The Clark County School District provides equal opportunity to its educational and administrative services, programs, and activities in accordance with federal and state law. This policy extends to the District's electronic and information technologies and applies to their procurement, development, implementation and ongoing maintenance.

Ensuring equal and effective electronic and information technology access is the responsibility of all District administrators, faculty, and staff.

This is in accordance with federal and state laws including the Americans with Disabilities Act of 1990 (ADA), and the Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973, Section 508 of the 1973 Rehabilitation Act as amended, and Title 18, Chapter 5, Part 603, and Nevada Fair Employment Practices (FEP) Act.

Procedures

Purpose

The purpose of these procedures is to provide processes by which District administrators, faculty, and staff will create, obtain and maintain all electronic and information technology (EIT) in a manner that ensures that EIT is accessible to individuals with disabilities.

These procedures apply to the following areas:

- Web Accessibility
- Document Accessibility
- Electronic Media Accessibility

Definitions

"Accessible" means that individuals with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same services within the same timeframe as individuals without disabilities, with substantially equivalent ease of use.

"Disability" means a physical or mental impairment that substantially limits one or more major life activities.

"Equally effective" means that the alternative format or medium communicates the same information in as timely a fashion as does the original format or medium. "Legacy websites" are District websites published before January 1, 2013.

1. Web Accessibility

1.1 Scope

These procedures apply to all District Web pages and programs used to conduct District business and activities.

1.2 Standards

All web pages, websites and web-based software published, hosted or used (including remotely hosted sites and software) by the District will meet the standards and guidelines outlined in the Web Content Accessibility Guidelines (WCAG) 2.0 (http://www.w3.org/TR/wcag2ict/) published by the W3C as follows. All pages will meet Level AA guidelines with limited exceptions outlined at Exhibit A. All District websites, unless technically impossible, will link to the District's main Accessibility page which includes a statement of commitment to Web accessibility.

1.3 Responsibility

All Departments and programs:

> Will comply with the web accessibility standards when creating web content, sites, and programs.

> Will ensure that online activities are hosted in accessible environments and that online content follows standards outlined by this policy.

TISS (Technical Resources):

> Will provide instruction and support for members creating District websites and content so that individuals who author web content can be trained according to these standards.

> Will ensure that any Content Management System and other web production or web object creation software proposed and supported by central IT will be accessible and will produce accessible Web pages.

TISS (distributed):

> Will ensure that support is available for distributed IT staff for creating accessible District websites and content.1.4 Evidence

1.4 Evidence

Training was offered for all content creators on October 18 - 19, 2017 and on January 17 - 18, 2018. The trainings were conducted by WebAIM.

Technical Resources created an accessibility website (https://www.ccsd.net/district/accessibility/) guide to assist content creators.

Staff is available to assist content creators with questions regarding online accessibility.

All online products that are purchased through RFP/bid include the following requirements:

ACCESSABILITY REQUIREMENTS
The system adheres to ADA Section 508 of the Rehabilitation Act
The system adheres to the regulations of Title II of the Americans with Disabilities Act and its amendments, as well as to the regulations of Section 504 of the Rehabilitation Act of 1973
The system is fully operable using only a keyboard, is readable and operable using commonly used screen readers (JAWS, VoiceOver, NVDA), allows addition of Alt text to images or add headings to text content, allows addition of labels to form fields, allows addition of headers to tables, allows paste blocks of HTML code in an HTML view of content, including language extension, allows persistent, user personalization to modify presentation style (e.g. high contrast, color inversion, color modifications), includes an accessible keyboard operable media player allowing closed captioning for video and audio, is accessale on mobile and small screen devices, and alerts the screen reader user of error messages and changes in dynamic content.
The system complies with Web Content Accessibility Guidelines (WCAG 2.0 AA)

2. Document Accessibility

2.1 Scope

These procedures apply to all District-produced and maintained or distributed electronic documents. Electronic documents include, but are not limited to, word processing documents, PDFs, presentations, publications and spreadsheets which are scanned, uploaded, posted, or otherwise published or distributed electronically. Legacy documents must be made accessible when used.

2.2 Standards

Electronic documents must be accessible. Electronic interaction with District policies, procedures, notifications and other documents must be as effective and useable for persons with disabilities as it is for persons without disabilities.

Electronic documents must meet the standards and guidelines outlined in the Guidance on Applying WCAG 2.0 to Non-Web Information and Communications Technologies, published by the W3C as the Working Draft 13 December 2012.

2.3 Responsibility

All Departments and District employees:

> Will follow the accessibility requirements outlined in these procedures when creating and using electronic documents.

2.4 Evidence

Training was offered for all content creators on October 18 - 19, 2017 and on January 17 - 18, 2018. The trainings were conducted by WebAIM.

Technical Resources created an accessibility website (https://www.ccsd.net/district/accessibility/) guide to assist content creators.

Staff is available to assist content creators with questions regarding online accessibility.

3. Electronic Media Accessibility

All District departments will purchase and produce only accessible multimedia.

3.1 Scope

All media resources used in District programs and activities must be accessible. For example, this includes, but is not limited to, media that is informational, marketing, and promotional.

3.2 Standards

Video media resources will be closed captioned and audio-described and audio resources will be transcribed.

3.3 Responsibility

All departments, programs, instructors and employees:

Will purchase only captioned versions of audiovisual media whenever possible. Will ensure that all other media that will be used on the web or in instruction is captioned.

Will purchase only transcribed audio and audio-described versions of audiovisual media whenever possible.

Will produce only new communications and promotional materials that are captioned, audio-described or transcribed.

3.4 Evidence

School Board meetings are now streamed live with closed captioning.

School Board meetings archived after January 29th, 2018 are closed captioned.

All CCSD sanctioned videos on YouTube are closed captioned and transcribed using 3PlayMedia.

Appendix A: Required WCAG 2.0 AA Standards

1.2 Time-based Media

1.2.4 Captions are provided for all live audio content in synchronized media.

1.2.5 Audio description is provided for all prerecorded video content in synchronized media.

1.4 – Distinguishable

1.4.3 The visual presentation of text and images of text has a contrast ratio of at least 4.5:1, except for the following:

> Large Text: Large-scale text and images of large-scale text have a contrast ratio of at least 3:1;

> Incidental: Text or images of text that are part of an inactive user interface component, that are pure decoration, that are not visible to anyone, or that are part of a picture that contains significant other visual content, have no contrast requirement.

> Logotypes: Text that is part of a logo or brand name has no minimum contrast requirement.

2.4 – Navigable

2.4.6 Headings and labels describe topic or purpose.

2.4.7 Any keyboard operable user interface has a mode of operation where the keyboard focus indicator is visible.

3.2 – Predictable

3.2.3 Navigational mechanisms that are repeated on multiple Web pages within a set of Web pages occur in the same relative order each time they are repeated, unless a change is initiated by the user.

3.2.4 Components that have the same functionality within a set of Web pages are identified consistently.

3.3 – Input Assistance

3.3.4 For Web pages that cause legal commitments or financial transactions for the user to occur, that modify or delete user-controllable data in data storage systems, or that submit user test responses, at least one of the following is true:

> Reversible: Submissions are reversible.

> Checked: Data entered by the user is checked for input errors and the user is provided an opportunity to correct them.

> Confirmed: A mechanism is available for reviewing, confirming, and correcting information before finalizing the submission.