STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION PROCEDURE

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PROCEDURE TITLE:	**WEB AND DIGITAL CONTENT ACCESSIBILITY**
POLICY REFERENCE	
NUMBER:	**4-4-104**
DIVISION OF RESPONSIBILITY:	**ACADEMICS, STUDENT AFFAIRS, & RESEARCH**

DATE APPROVED:	**February 18, 2021**

I.   Purpose

The South Carolina Technical College System is committed to ensuring equitable access to its Web-based and other digital content in accordance with State and Federal legal requirements. All SCTCS college and System Office websites, and digital content such as Web-based Applications and Electronic Documents shall be designed to be accessible so that people with disabilities have access to online information, data, and services comparable to that accorded to individuals who do not have disabilities.

SCTCS colleges and System Office staff designing Web-based and digital content for public use should consider accessibility during development. Newly developed and revised Web-based and digital content should strive to be compliant with Web Content Accessibility Guidelines (WCAG) 2.0 Level AA or similar updated standards.

II.   Definitions

A.   "Accessible" refers to information or technology that, at a minimum, affords a person with a disability the opportunity to acquire the same information, engage in the same interactions, and enjoy the same programs and activities as a person without a disability in an Equally Effective and equally integrated manner, with substantially equivalent ease of use.

B.   An "Electronic Document" is any file that is posted or distributed through a web Page or distributed electronically (e.g., via e-mail, student information system, or course management software). These files usually are created, edited and viewed with such software as word processors, spreadsheets, presentations/slideshows and portable document format (PDF). Common examples of software used to create such files include but are not limited to Microsoft Office, Apple iWork and Adobe products.

C.   "Equally Effective" with respect to electronic and information technology, means access to an alternative format, medium, or other aid that timely and accurately communicates the same content as does the original format or medium, and which is appropriate to an individual's disability.

D.   A "Legacy Web Page" is a web page published prior to September 25, 2013.

E.   A "New Web Page" is a web page created September 25, 2013 or after.

F.   "Persons with Disabilities" means a person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.

G.   "Revised Web Page" is a web page that has been altered or updated through visual design or significant content additions, subtractions, or modifications made September 25, 2013 or after.

H.   "Web-based Applications" are applications usually provided by third-party contracted services. Web-based applications are any service that is provided online, but not specifically in a web page format. Examples include but are not limited to Banner, Blackboard, Colleague, D2L, and College Central Network, as well as student portals.

III.   Applicability

This policy applies to all Web-based and digital content that is acquired, developed, distributed, used, purchased, or implemented by or for any SCTCS colleges and the System Office and used to provide programs, services, or activities through websites, Internet-based applications, or Intranet-based applications therein. Specifically, this procedure shall apply to:

A.   Official web pages and associated Web-based Applications

B.   Electronic Documents
    1. Any documents created or obtained and disseminated after the effective date of this procedure and that are disseminated through Web-based or other electronic resources.
    2. Any documents created or obtained prior to effective date of this procedure and that are disseminated through Web-based or other electronic resources.

C.   Multimedia
    1. Any multimedia created or obtained and disseminated after the effective date of this procedure.

    2. Multimedia created or obtained prior to the effective date of this procedure and that is disseminated through Web-based or other electronic resource must comply according to the time frames specified below for web page requirements.

D.   Digital content delivered across web browsers and mobile, smart device platforms such as iOS and Android.

E.   Any third party digital and electronic applications purchased, licensed, or adopted to deliver instruction or conduct business.

IV.   Web-Based and Digital Content Requirements & Time Frames

A.   All new and revised web pages, website templates, website themes, and other Electronic Documents published on or after the effective date of this policy should strive to comply with WCAG 2.0 Level AA.

B.   All new and revised web pages must indicate in plain text a method for users having trouble accessing the site to report that inaccessibility.

C.   All legacy pages must indicate in plain text a method for users having trouble accessing the site to report that inaccessibility.

D.   When users issue a formal accommodation request to make Web-based content or Electronic Documents accessible, SCTCS colleges or System Office staff shall make these changes in a reasonably timely manner or provide an Equally Effective alternative.

V.   Resources & Monitoring

It is recommended that colleges use the web accessibility resource guide available at https://www.sctechsystem.edu/faculty-and-staff/web-accessibility-resource-guide.html

The System Office will periodically audit randomly selected colleges for web accessibility compliance.