3356-5-14   **Electronic information technology (EIT) accessibility.**

(A)   Policy statement. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibit discrimination on the basis of disability in programs and activities by public universities receiving financial assistance from the U.S. department of education. Youngstown state university ("YSU") is committed to ensuring that communication with university constituents, i.e., with disabilities, including students, prospective students, employees, guests and visitors, with hearing, visual and manual impairments, or who otherwise require the use of assistive technology to access information, is as effective as communication with those without disabilities, including learning disabilities.

The university will ensure that all computer software and systems for public use will permit all persons with disabilities to acquire the same information, engage in the same interactions, and enjoy the same services with substantially equivalent ease of use as those without disabilities.

(B)   Purpose. All electronic and information technology ("EIT") must be accessible to university constituents and must adhere to the EIT accessibility standards referred to in paragraph (E)(2)(e) of this rule.

(C)   Scope. This policy applies to all electronic and information technology, excluding EIT intended for private use only. EIT includes:

(1)   University web pages and linked information;

(2)   All online learning content, including documents posted in learning management systems, ("Blackboard" and "Sakai"); and

(3)   Distance education and e-learning tools and materials.

(D)   Definitions.

(1)   "Official university web page." An official university web page is any web page created by the university, its departments, colleges, or other administrative offices for the official business of the university. This includes Maag library, academics, athletics, student newspaper, and student groups and associations.

(2)   "University-related web page."   A university-related web page is any web page created by or linked from a web page created by faculty, staff, students and/or registered student organizations that are either:

(a)   Linked from an official university web page;

(b)   Stored on one of the university-controlled web servers;

(c)   Created in support of university businesses and courses; or

(d)   On servers contracted by the university.

(3)   "Content editors." Authorized university faculty or staff trained by the information technology ("IT") and human resources ("HR") department on the EIT accessibility standards and on the approved content management system such that they are approved to maintain a department or office web page.

(4)   "Faculty." Authorized faculty who have received training on EIT accessibility standards and content management systems.

(5)   "EIT accessibility training." Required training conducted by staff of the IT and HR departments for all content editors and faculty prior to having authorization to publish EIT on the university website, web pages, or any university EIT.

(6)   "EIT accessibility coordinator." Staff member authorized to coordinate and implement the EIT accessibility policy.

(7)   "EIT accessibility standards." YSU's EIT accessibility standards are drawn from W3C web accessibility initiative ("WAI") and section 508 standards.

(8)   "Implementation timeline." Plan for the university to be fully compliant with the EIT accessibility standards.

(E)   Parameters.

(1)   Each administrative unit, department, or office, through an authorized content editor, is responsible for ensuring that EIT content is accessible. In addition, all software and IT systems purchased shall produce accessible products and documents and/or shall be compatible with assistive technology.

(2)   Content editors may develop and maintain official university web pages and are responsible for their content subject to the following requirements:

(a)   Software used to develop official university web pages will be limited to packages approved by information technology services ("ITS").

(b)   Official university web pages must run on ITS servers or servers contracted for by ITS.

(c)   All official university web pages and related university web pages and all EIT must strictly adhere to the EIT accessibility standards.

(d)   The EIT coordinator shall provide direction and guidance on standards to be followed for accessibility of all EIT. The standards shall be posted on the ADA accessibility compliance web page. The EIT coordinator is

responsible for developing and implementing a plan to monitor all university EIT for adherence to EIT accessibility standards. The EIT coordinator is authorized to disable any EIT found to be in violation of the EIT accessibility standards.

(e)   All official and university-related web pages and all EIT must adhere to:

(i)   Applicable copyright laws.

(ii)   Applicable state of Ohio and federal laws and rules.

(iii)   Rule 3356-4-09 of the Administrative Code, "Acceptable Use of University Technology Resources," (where appropriate).

(iv)   EIT accessibility standards.

(f)   The use of university symbols (i.e., YSU word mark, YSU logo, university seal, and Pete the penguin) and related information should adhere to the university's graphic identity standards from the office of marketing and communications.

(g)   Registered student organizations use of the university name must adhere to article V, section F, paragraph 16, of "The Code of Student Rights, Responsibilities, and Conduct."

(h)   The following are examples of content prohibited from display on either official university web pages or university-related web pages, including all EIT:

(i)   Unauthorized solicitation or endorsement for for-profit business ventures.

(ii)   Activities that involve a conflict of interest (rules 3356-7-01 and 3356-7-19 of the Administrative Code).

(iii)   Adult content (including banners).

(iv)   Any content covered by rule 3356-4-13 of the Administrative Code, "Sensitive information," such as credit card numbers.

(v)   Software or media (i.e., photographs, audio, video, etc.) not authorized for distribution, regardless of the purchase price or copyright status.

(i)   All university computer labs shall provide equal access afforded by technology for all users, including users with disabilities. The university

shall make assistive technology available at all student computer labs and shall provide a notice of accessibility that includes contact information for questions, inquiries, or complaints.

(F)   Procedures for creating and posting accessible EIT.

(1)   Authorized content editors and faculty may develop and maintain official university websites or pages and EIT.

(2)   Administrative units, individuals, and organizations requesting ability to place EIT on the university website or the university course management system must contact the university website manager at ~~webmaster@ys.edu~~ YSU web team in order to be trained and become an authorized content editor and/or faculty.

(3)   If any EIT is determined to be in violation of the parameters in this policy, including the EIT accessibility standards, an effort will be made beforehand to discuss the violation(s) with the content editor or faculty and to correct any errors. The EIT coordinator has the authority to disable any EIT from the university servers if in his/her discretion such action is necessary.

(G)   Purchasing accessible software compatible with assistive technology. It is the policy of the university to ensure that all IT software and systems purchased meet the EIT accessibility standards by producing accessible products and documents. The software or systems shall permit persons with disabilities to acquire the same information, engage in the same interactions, and enjoy the same services with substantially equivalent ease of use as those without disabilities.   See computer software accessibility purchasing standard that will be placed into the terms and conditions and request for proposal documents provided by the office of procurement services.

(H)   Reporting violations.

(1)   All accessibility concerns with any university EIT should be directed to the EIT coordinator for prompt resolution. Any person desiring to make an anonymous complaint with regard to a violation of this policy or any federal or state law with regard to EIT accessibility may do so by reporting violations through a confidential mailbox.

(2)   In addition, any person desiring to file a formal complaint for EIT accessibility issues may contact the Title II/section 504 coordinator for students or the Title II/section 504 coordinator for employees. The university grievance policy can be found at university grievance policy. The contact information for individuals serving in those roles on behalf of the university can be found at the university's web page dedicated to accessibility compliance.

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CERTIFIED ELECTRONICALLY

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Certification

04/28/2017

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