

policy

**BOARD OF EDUCATION
BROOKFIELD LOCAL SCHOOL DISTRICT**

PROPERTY
7540.02/page 1 of 5

DISTRICT WEBSITE ACCESSIBILITY POLICY

Any District website created pursuant to Board Policy 7540.02 must comply with applicable accessibility requirements of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act. Specifically, as required by law, online content that is on or obtained through the District's website and web pages ("Online Content") must be accessible to students, prospective students, employees, guests, and visitors with disabilities, particularly those with visual, hearing or manual impairments or who otherwise require the use of assistive technology to access information. Any Online Content the District chooses to make available will provide equal opportunity and equal treatment to those using the District's website or web pages.

District's Technical Standard for Accessibility Determination

The District will use the following technical standard to determine whether Online Content is accessible and sufficient to comply with legal requirements:

W3C's Web Content Accessibility Guidelines (WCAG)

Online Content through Third Party

Any Online Content, or information provided through Online Content, that is provided or developed by third parties must also comply with applicable accessibility requirements of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act, providing equal opportunity and equal treatment to those using the District's website or web pages. Third parties shall include, but not be limited to vendors, video-sharing websites such as YouTube, and other open sources.

policy

**BOARD OF EDUCATION
BROOKFIELD LOCAL SCHOOL DISTRICT**

PROPERTY
7540.02/page 2 of 5

In order to ensure that any District acquisition or use of Online Content provided or developed by third parties provides equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology, the following procedure shall be utilized:

The District's Web Accessibility Coordinator shall regularly monitor (on at least a quarterly basis) the District's Online Content to identify any portion provided by a third party. Any third party Online Content identified by the District's Web Accessibility Coordinator shall be promptly examined during this regular monitoring to determine whether it meets the District's Technical Standard for Accessibility Determination. If the Online Content is determined inaccessible, the District's Web Accessibility Coordinator shall promptly contact the third party requesting the inaccessible Online Content be remediated to comply with the District's Technical Standard for Accessibility Determination. "Promptly" shall mean that this initial contact shall be made no later than seven (7) days after identifying the inaccessible content. The inaccessible Online Content will be removed unless the third party's remediation timeline is reasonable under Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities in the discretion of the District's Web Accessibility Coordinator. "Reasonable" shall mean the remediation shall occur no later than thirty (30) business days after the date the District's Web Accessibility Coordinator notified the third party about the inaccessible content. An alternative third-party provider with Online Content that meets the District's Technical Standard for Accessibility Determination may be utilized in place of inaccessible third party Online Content instead of allowing the non-compliant third-party an opportunity to remediate. Should the District's Web Accessibility Compliance Officer determine that non-compliant Online Content does not afford persons with disabilities equal opportunity to obtain the same result, to gain the same benefit, or reach the same level of achievement, in the most integrated setting appropriate to the person's needs and with substantially equivalent ease of use, a non-compliant third-party will not be afforded reasonable time to remediate and the non-compliant Online Content shall be removed. This procedure also applies to any third party Online Content used by teachers and other District staff as part of the District's program. Third party video-sharing websites shall not be utilized unless approved by the District's Web Accessibility Coordinator as meeting the District's Technical Standard for Accessibility Determination.

policy

**BOARD OF EDUCATION
BROOKFIELD LOCAL SCHOOL DISTRICT**

PROPERTY
7540.02/page 3 of 5

District's Web Accessibility Coordinator

The Board of Education designates the following individual as the District's Web Accessibility Coordinator:

Jason Russo, Technology Supervisor
Brookfield Local School District
614 Bedford Road, S.E.
Brookfield, OH 44403
Phone: (330) 619-5713
Email: jason.russo@neomin.org

The District's Web Accessibility Coordinator shall report directly to the Superintendent and shall be provided sufficient resources and authority to coordinate and implement implementation of this policy. The Board authorizes the Web Accessibility Coordinator to immediately remove any non-compliant Online Content from the District's website and web pages or to remediate, within a reasonable period of time, any non-compliant items.

Procedure for Ensuring Accessibility

The Web Accessibility Coordinator and Superintendent shall ensure staff members responsible for creating District web pages or for supervising and initially approving creation of web pages by students on the District website ("Responsible Staff Members") receive annual training on proper implementation of this policy. Specifically, this training shall:

- A. provide training on the District Website Accessibility Policy and the role and responsibility of the Responsible Staff Member to ensure that design of web pages, documents, and multimedia content are accessible;

policy

**BOARD OF EDUCATION
BROOKFIELD LOCAL SCHOOL DISTRICT**

PROPERTY
7540.02/page 4 of 5

- B. identify resources a Responsible Staff Member must utilize to conduct an initial accessibility audit of the web page being created (by the staff member or by a student), before submission of the web page to the Web Accessibility Coordinator or his/her designee; and
- C. provide a list of any non-compliant third party online content that Responsible Staff Members must ensure are not included or accessed through any web page that is being developed.

The annual training shall be facilitated, in whole or in part, by an individual with sufficient knowledge, skill, and experience to understand the technical standard of accessibility adopted by the District and how the standard is to be used.

Any web page developed by a Responsible Staff Member (or a student s/he is supervising) must be submitted to the Web Accessibility Coordinator or his/her designee for a final review. Before posting a web page submitted to the Web Accessibility Coordinator or his/her designee on the District's website, s/he shall first review the initial accessibility audit conducted by the Responsible Staff Member. The Web Accessibility Coordinator has discretion to either remediate, within a reasonable time, any non-compliant item of Online Content identified in the initial accessibility audit to meet the District's technical standard for accessibility or to remove that item based on its non-compliance.

Annual Audit

On an annual basis, the Web Accessibility Coordinator shall conduct an accessibility assessment of the District's website, in which the Online Content (including those items provided or developed by third parties) shall be measured against the technical standard for accessibility adopted in this policy. All problems identified through this audit shall be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

policy

**BOARD OF EDUCATION
BROOKFIELD LOCAL SCHOOL DISTRICT**

PROPERTY
7540.02/page 5 of 5

Complaint Procedure

The District's website shall include a notification to students, prospective students, parents, employees, guests and visitors that they may report a violation of the technical standard used by the District by filing a formal complaint through the District's Section 504 and Title II grievance procedure (see Administrative Guideline 2260B titled *Grievance Procedures for Title II, Title VI, Title VII, Title IX, and Section 504*) and/or contact the Web Accessibility Coordinator with any District website accessibility concerns.

Revised 1/31/18