

ADMINISTRATIVE PROCEDURE

EF

BUSINESS MANAGEMENT ACCESSIBILITY OF ONLINE CONTENT

DATE

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.