

Policy No. TEC 104

Accessible Technology

Applies to: Applies to all covered information technology created and owned by EWSHS

References that apply to this policy: Listed below are some, but not all, applicable governing requirements. Note: Laws and rules may change over time and such changes may take precedence over this policy.

Effective date: May 1, 2024

History: This is a new policy

Approved by: Approved by the **Eastern Washington State Historical Society (EWSHS)** Board of Trustees on May 1, 2024.

Purpose

The Eastern Washington State Historical Society (EWSHS) is committed to ensuring digital accessibility for all individuals who use EWSHS websites, data, and technology. This policy aims to ensure that individuals with disabilities have equitable access to information and data as well as access to services and content that is available to individuals without disabilities. EWSHS will adhere to all federal and state rules and regulations regarding covered information technology accessibility.

Definitions

Accessible: all users have the opportunity to acquire the same information, engage in the same interactions, and use the same services in an equally effective and integrated manner.

Covered Information Technology: all public-facing content, including websites, applications, documents and media, blog posts, and social media content. Certain non-public-facing content that must also comply. This includes interacting with the technology, access and content. Examples include: All electronic content used for official business to communicate: emergency notifications, notices of benefits, program eligibility, employment opportunities or personnel actions, formal acknowledgements or receipts, questionnaires or surveys, templates or forms, educational or training materials, and Web-based intranets. It does not include content that a user may encounter after leaving the covered technology (example: links to other Web content).

Accessibility Plan: a plan that identifies how EWSHS will ensure new covered technologies are accessible and describes the future plan for making existing covered technologies accessible. The plan will contain

a list of prioritized non-accessible covered technology, recommended alternative access methods, and actions being taken to correct the issue; contact information for the Information Technology Accessibility Coordinator; and a summary of the Accessibility Policy.

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

Information Technology Accessibility Coordinator: the individual designated by the Executive Director to coordinate the accessibility of information technology at EWSHS.

Requirements and Exceptions

This procedure supports Washington Tech Policy 188 from the Washington State Office of the Chief Information Officer and associated Minimum Accessibility Standard 188.10 which requires all state agencies to identify an Information Technology Accessibility Coordinator, adopt accessibility policies and procedures, and develop and maintain accessibility plans for ensuring the accessibility of new and existing covered information technologies.

EWSHS will provide direct access to accessible technologies, except in cases where accessibility is not possible due to technical or legal limitations.

- Where EWSHS cannot bring a covered information technology into compliance, the system or content owner is responsible to provide individuals with disabilities equivalent access.

Accessibility Standards and Guidelines

For new and existing websites, and Web-based business and administrative applications EWSHS will follow the current Web Content Accessibility Guidelines (WCAG) 2.1. WCAG 2.1 covers a wide range of recommendations for making Web content more accessible.

This procedure and related Board of Trustees policies do not supersede EWSHS's responsibility to comply with state and federal laws, including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, ADA Amendments Act of 2008 and Washington Tech Policy #188.

Accessibility guidelines will focus on four (4) fundamental principles of accessibility for accessible technology:

- Perceivable - Information and user interface components must be presentable to users in ways they can perceive.
- Operable - User interface components and navigation must be operable.

- Understandable - Information and the operation of user interface must be understandable.
- Robust - Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.

[W3C Accessibility Standards Overview](#) also provides principles and useful metrics for information technology that is not solely Web-based.

Implementation

EWSHS's Accessibility Plan directs the Information Technology Accessibility Coordinator to conduct an audit and evaluation of existing technology assets to determine if they meet accessibility standards. The results of the evaluation will be sent to the department(s) responsible for the technology. The individual departments, in coordination with the Information Technology Accessibility Coordinator, are responsible for ensuring that the technology meets the accessibility standards.

All new digital content and covered information technology will follow the guidelines outlined in section IV.

- Prior to procuring covered information technology, employees must consult with the Information Technology Administrator.
- Research will be conducted jointly by information technology and purchasing staff to determine whether a proposed technology purchase meets accessibility standards.

Reporting

Individuals may report accessible technology concerns by contacting the Information Technology Accessibility Coordinator at 509-363-5358.

- Reports are evaluated by the Information Technology Accessibility Coordinator and routed to the department that is responsible for the reported technology for correction, accommodation, or alternative equivalent access.
- An acknowledgment response to such reports will be promptly issued, along with a reasonable estimate for resolving the accessibility concern.

Resources and Training

- Employees needing to correct accessibility concerns are encouraged to utilize the resources available within this policy and all referenced guidelines.
- Information technology employees will receive information technology accessibility training as determined by their supervisor.
- Web Content Managers will receive training on how to produce accessible Web content.

References that apply to this Policy

RCW 43.105.205: Office of the state chief information officer—Created—Powers, duties, and functions. (wa.gov)	Accessibility OCIO (wa.gov)
188.10 Min Std 2019 AS Approved 03102020 1.docx (live.com)	Guidance on Web Accessibility and the ADA ADA.gov
W3C Accessibility Standards Overview Web Accessibility Initiative (WAI) W3C	