HISD
Huron Intermediate School District

HISD Web Accessibility Policy and Administrative Guideline Procedures - Updated July, 2018.

In order to assure that students, prospective students, employees, guests and visitors with disabilities, can access our website, the district had adopted the following **Board Policy** (7/26/18) and **Administrative Guidelines** (7/12/18) regarding web accessibility following written approval by USDE Office for Civil Rights, Region XV on 6/28/2018.

7540.02 WEB CONTENT, SERVICES AND APPS
Creating Web Pages/Sites/Services and Apps

The Board of Education authorizes staff members and students to create web content, services and apps that will be hosted by the Board on its servers or District-affiliated servers and published on the Internet. For purposes of this policy, an app is defined as a self-contained program or piece of software that enables the user to perform a specific task.

The web content, services and apps must comply with State and Federal law (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPAA)), and reflect the professional image/brand of the District, its employees, and students. Web content, series and apps must be consistent with the Board's Mission Statement and staff-created web content, services and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or utilized with students.

Student-created web content, services and apps are subject to Policy 5722 - School-Sponsored Student Publications and Productions. The creation of web content, services and apps by students must be done under the supervision of a professional staff member.

The purpose of web content, services and apps hosted by the Board on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web content, services and apps:

b. Educate
   Content should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

c. Inform
   Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

d. Communicate
   Content may communicate information about the plans, policies and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process. When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

All links included on the Board's website(s) or web services and apps must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, and COPPA). Nothing in this paragraph shall prevent the District from linking the Board's website(s) to 1) recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites) or 2) to websites, services and/or apps that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party websites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

Under no circumstances is District-created web content, services or apps to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web content contained on the District's website may: (1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a website of another organization if the other website includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Under no circumstances is a staff member-created web content, services or apps, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board-specified website, service or app (e.g.,Skyward) for the purpose of conveying information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, Instagram, Pinterest pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments. If a staff member creates web content, services or apps related to his/her class, it must be hosted on the Board's server or a District-affiliated server.

Unless the web content, service or app contains student personally identifiable information, Board websites, services and apps that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), services and apps. Web content, services and apps should reflect an understanding that both internal and external audiences will be viewing the information. School website(s), services and apps must be located on Board-owned or District-affiliated servers.

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Board's website and the creation of web content, services and apps by staff (X) and students. The Board retains all proprietary rights related to the design of web content, services and

apps that are hosted on Board-owned or District-affiliated servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board. Prior written parental permission is necessary for a student to be identified by name on the Board's website.

Instructional Use of Web Services and Apps

The Board authorizes the use of web services and/or apps to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

A teacher who elects to supplement and enhance student learning through the use of web services and/or apps is responsible for verifying/certifying to the Superintendent that the web service or app has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) and Section 504 and the ADA.

Taken from board minutes. © NEOLA 2016

The following **Administrative Guidelines** were adopted on 7/12/2018:

a. The District has adopted the **WCAG 2.0** technical standards.
b. The District has designated the District Technology Coordinator as the Web Accessibility Coordinator in order to ensure that the policy and Administrative Guideline are implemented with fidelity and in a timely manner.
c. Online content from third-parties is included in the audit of the website. School In Sites, the website provider, will continue to work closely with the District to ensure the site remains accessible. Any problems found in third-party sites will be addressed in the same corrective action strategy process as those on the District's own website.
d. All staff have been notified that web content must be ADA-complaint using the WCAG 2.0 standards. The Web Accessibility Coordinator maintains a list of all staff who have access to edit web content and mandatory training will be provided to all staff who contribute content to the website each school year at the beginning of second semester. Training will include the Web Accessibility Policy and Web Accessibility Administrative Guidelines and the roles and responsibilities of web contributors in maintaining an accessible website. Agenda, attendance sheets with names and titles, trainer qualifications, and training materials will be archived and provided to OCR within 60 days of OCR's approval of the web policy.
e. The Web Accessibility Coordinator will utilize **Sort Site Professional** to complete an accessibility audit on a quarterly basis, beginning in January 2017. Logs from each audit will be date-stamped and stored on the server. Each identified problem will be evaluated and corrective action strategy will be identified along with a timeline, to correct any found accessibility issues within a timely manner. Copies of the accessibility audits will be provided to OCR within 180 calendar days of OCRs approval of the corrective action strategy.
f. A message has been added in January of 2018 to the bottom of every Huron ISD webpage "If you have difficulty navigating our website or accessing any information, please contact our Web Accessibility Coordinator Tom Kuras, Technology Coordinator, 1299 S. Thomas Road, Suite 1, Bad Axe, MI 48413, phone 989-269-3433, or tkuras@huronisd.org." The message includes a

hyperlink to email the Web Accessibility Coordinator. A Quick Link will be added to the homepage titled "Web Accessibility" and will include the WCAG2 standards, the Board Policy and Administrative Guidelines, and the full contact information for the Web Accessibility Coordinator, including name, title, office address, telephone number and email address. Credentials of the Web Accessibility Coordinator showing sufficient skill, knowledge, and experience with the WCAG 2.0 Technical Standards will be included in this document.