

# Web Accessibility Plan

## Introduction

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The School District recognizes the importance of making its webpages accessible to all people.

The Web Accessibility Plan provides for:

1. An accessibility audit (Audit) to be completed annually under the direction of the Web Accessibility Coordinator, during which information provided by the District through its electronic and information technologies is measured against the technical standard(s) adopted in the Web Accessibility Procedure Document. All problems identified through the Audit will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.
2. A procedure to ensure that District online content, which is subject to the District's discretion and which is provided or developed by third parties, is accessible prior to making such content available on a District website. This procedure should direct administrators and staff to ensure that any District online content provided or developed by third parties (e.g., vendors, video-sharing websites such as YouTube, online encyclopedias such as Wikipedia) that the District chooses to make available on its website will provide equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.
3. Annual training for any staff (e.g. administrators, faculty, support staff, student employees) responsible for creating or distributing information with online content to students, employees, guests, and visitors with disabilities, including but not limited to, training on the Web Accessibility Procedure Document, the Plan, and their role and responsibilities to ensure that web design, documents, and multimedia content are accessible. The training will be facilitated, in whole or in part, by an individual with sufficient knowledge, skill, and experience to understand and employ the technical standard(s) adopted by the District.

## Definition

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“Accessible” means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. A person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability. Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.

# Web Plan

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## Scope

The Web Accessibility Plan applies to all School District web pages that are contained in our website at [www.fitz.k12.mi.us](http://www.fitz.k12.mi.us).

## Standards

The School District's website will meet the standards and guidelines outlined in the Web Content Accessibility Guidelines (WCAG) 2.0 published by W3C at <https://www.w3.org/TR/wcag2ict/>. All pages will meet Level AA guidelines.

## Accessibility Audit

An accessibility audit (Audit) will be completed twice per year under the direction of the Web Accessibility Coordinator. All School District web pages that are housed and distributed on our website at [www.fitz.k12.mi.us](http://www.fitz.k12.mi.us) will be measured against the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA. In addition, all elements added to the School District's web pages such as video, audio, pdf files, and online content provided by third parties will be included as part of the Audit.

A variety of tools will be utilized as part of the Audit including the Cascade Server Accessibility Checker, WAVE web accessibility evaluation tool at <http://wave.webaim.org/>, CynthiaSays at <http://www.cynthiasays.com/Home.aspx> and manual checking.

A report will be created to track the status of each page that is tested.

A list of files that do not meet accessibility standards will be shared with the School District's content owner/editor of each page with specific step-by-step directions required to fix the problem(s). The School District's content owner/editor will have the option to either fix the issue within 21 days or remove the page or element that does not meet accessibility standards. Follow-up will be provided by the Web Accessibility Coordinator to make sure the problem is resolved.

## Accessibility Check for New Online Content

Each page on the School District's website has one or more content owner(s)/editor(s) who are primarily responsible for the page(s) accessibility.

When adding new content to a page, or editing existing content, the School District's content owner will confirm that the information meets the District's accessibility standards. Each District content owner will also receive accessibility training, access to District accessibility resources, and individual support for accessibility testing and making repairs when needed.

School District content owners/editors will also receive detailed instruction regarding accessibility standards and tests that they need to run before adding third party content to their pages. Third party vendors will be advised that online content provided for the School District needs to be accessible. If information cannot be made accessible without undue burden or fundamentally altering the nature of the program, it will be made available in an alternate format.

## Annual Training for Staff

Annual online training will be provided for School District web content owners/editors who are responsible for creating and distributing information through the District's web site at [www.fitz.k12.mi.us](http://www.fitz.k12.mi.us). The training will include information regarding the Web Accessibility Procedure Document, the Plan, and their role and responsibilities to ensure that web design, documents, and multimedia content are accessible. For those needing additional assistance, individualized instruction will be provided.

The training will be facilitated by an individual with sufficient knowledge, skill, and experience to understand and employ the technical standard(s) adopted by the District.