Overview

Seattle Public Schools is committed to making its electronic and information technologies accessible to individuals with disabilities by meeting or exceeding the requirements of Section 504 of the Rehabilitation Act (29 U.S.C. 794d) as amended; Title II of the Americans with Disabilities Act as amended, and the Web Content Accessibility Guidelines (WCAG) 2.0 AA. Section 504 and Title II of the ADA are federal laws that require agencies to provide individuals with disabilities equal access to electronic information and data comparable to those who do not have disabilities, unless an undue burden would be imposed on the agency. WCAG 2.0 AA are the technical requirements and criteria that are used to measure conformance with federal laws and guidelines.

Procedure Details

External Attachments and Files

All attachments and files that are posted on school/department websites, learning management systems, cloud drives, e-mail, or other sites or services made available to students and parents/guardians must be accessible. Please reference the following mandated guidelines:

Does the attachment or files need to remain posted for students and parents/guardians to access?

- **No** – Remove/delete from the website
- **Yes** – Evaluate if the attachment can be made into a web page. SPS systems such as websites, learning management systems and email are easier to make ADA accessible. It may be a better option to place the content within the html page or email rather than posting as an attachment or uploading it as a file. For questions, please contact: webmaster@seattleschools.org
  - Web pages make it easy to print forms, supply lists, school calendars, and other documents directly from the website. Only the relevant information is printed and not the headers/footers of the page.

Files posted to District Websites that do not meet the above guidelines and/or WCAG 2.0 AA compliance will be deleted by the Seattle Public Schools Webmaster Team.

Board Documents

The Board committee coordinators are responsible to ensure that materials originating out of their committees are accessible before sending to the Board Office for posting as part of a Board Agenda. Staff leads are responsible for ensuring presentations at Board meetings or work sessions meet accessibility standards.

Cross Reference: Superintendent Procedure 4205SP Accessing Communication