

Procedures In Support of Stonehill College Policy 1113, Web Accessibility

Last Revised 8/15/2024

These Procedures outline the methods to be used in support of Policy 1113, Web Accessibility.

Recommended Review Frequency

The College shall review the overall accessibility of its website annually, unless there are compelling reasons to do so more frequently.

Who is governed by this Procedure?

Staff, faculty, student employees, and consultants who contribute to the <http://stonehill.edu> website. Contributors will be monitored by the Marketing Department. Third-party vendors who create content for Stonehill's public website shall be required to make content accessible. Members of the Core Oversight Team and additional staff as needed, in consultation with the Accessibility Resources Committee, will supplement monitoring of the site and answering any questions or issues that may arise.

All web content providers of the Stonehill College Core Site will be expected to produce code that conforms to the WCAG Level 2.0 A & AA guidelines or the most current equivalent set of guidelines. All content linked to the Stonehill College main website are subject to accessibility audit, review, and remediation. This will be conducted in an orderly manner, and they will be prioritized and updated as resources permit.

All staff and faculty who contribute content to the Stonehill College core site, as well as staff in the Information Technology Department, Office of Accessibility Resources, and the Library must receive accessibility training.

General users of the Stonehill College core site can access Policy 1113, Web Accessibility, [here](#). That link provides users with contact information for the responsible group within Stonehill College so that any issues can be reported and fixed.

Exclusions

Sub-sites or third-party sites the College relies on that are very difficult to remediate are excluded from this Policy. However, the College will undertake the long-term goal of replacing, re-writing, or purchasing more accessible sites. If necessary, the College will retire nonconforming sub-sites as conforming sites become available.

Legacy sites will be identified and edited, removed, or updated in an ongoing manner. The Accessibility Resources Committee is charged with educating the College community about the importance of building accessibility and inclusion into the cross-campus Stonehill

experience. The Committee may undertake accessibility audits and reviews of Stonehill websites, advise in the creation of procurement guidelines that will result in the most favorable accessibility outcomes of ICT purchases, and train about steps that will support the Accessibility Policy.

Remediation

The Core Oversight Team will create and maintain procedures for remediating web accessibility issues and concerns in a timely manner.

Procurement

Stonehill College requires vendors who develop and/or maintain Stonehill College websites, web-based applications and electronic information technology (EIT) to demonstrate that their products meet accessibility standards to the extent practicable. Vendors shall provide the results of accessibility testing or a description of the steps they are taking to bring their content into alignment with accessibility standards. Stonehill College groups working with outside vendors will need to include the web accessibility requirements within their Request for Proposal (RFP) or Scope of Work (SOW) documents.

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Language to include in RFPs:

“Please confirm in this proposal that the product/service conforms to the Web Content Accessibility Guidelines (WCAG) 2.0 (minimum Level AA conformance) or its current equivalent, and describe how this compliance has been verified by providing a Voluntary Product Accessibility Template (VPAT) and/or written description of compatibility of the product/service with commonly used assistive technology products, such as screen readers, and a description of the process used to evaluate such compatibility.”

Language to include in SOWs:

“This product/service conforms to the guidelines for accessibility as set forth in the Web Content Accessibility Guidelines (WCAG) 2.0 (minimum Level AA conformance) or its current equivalent. This compliance has been verified by the written description of compatibility of the product/service with commonly used assistive technology products, such screen readers, and by an end-user test process used to evaluate such compatibility.”

Other procurement:

For some projects, there really are no good options which are fully compliant. This would typically be the case for complex web applications, as opposed to more simple, content-driven websites and EIT. Here is more nuanced language which may be useful in these cases:

“Please include in any proposal that the product/service conforms to the guidelines for accessibility as set forth in Web Content Accessibility Guidelines (WCAG) 2.0 (minimum Level AA conformance) or its current equivalent. If the product/service is not in compliance, please describe plans and a timeframe for achieving compliance by providing a VPAT and/or written

description of compatibility of the product/service with commonly used assistive technology products, such as screen readers, and a description of the process used to evaluate such compatibility. It is expected that a Stonehill College vendor will promptly respond to and resolve any complaint regarding the accessibility of its platform.”

The SOW should then include language requiring the vendor to fulfill all commitments made in the RFP response. This language will vary based on the vendor's ability to meet the guidelines.

In this case, there may not be a VPAT, statement of compliance, or a person to contact regarding the accessibility of the software. It is the responsibility of the person who uses this product to test its compliance with Stonehill College's Guidelines.