

PRACTICES & PROCEDURES

Name:	Owner/Dept:	Reference
Website Accessibility Policy and Procedure	IT	111-IT
Date last updated: March 13, 2018		

1. PURPOSE

To ensure that information provided through the School's website(s) (online content) is accessible to students, prospective students, employees, guests, and visitors with disabilities, particularly those with visual, hearing, or manual impairments or who otherwise require the use of assistive technology to access information.

2. PRACTICE

PrepNet employees will adhere to the policy and procedures outlined in this document.

3. APPLICABILITY

This document applies to all PrepNet schools.

4. RESPONSIBILITY

4.1 Web Accessibility Coordinator is responsible for:

1. Maintaining a sufficient level of knowledge, skill, and experience to understand and employ the technical standards adopted by PrepNet schools in order to certify compliance with this policy.
2. Monitoring online content and information to ensure accessibility for persons with disabilities, particularly those with visual, hearing and manual impairments.
3. Conducting an accessibility audit on at least an annual basis.
4. Post this policy in a logical and readily identifiable location on the school website and provide notification where a copy of this policy may be obtained.

4.2 School Employees are responsible to:

1. Ensure that any School acquisition or use of online content provided or developed by third parties (e.g. vendors, video-sharing websites such as YouTube, other open sources) that the School 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.

4.3 The Service Center (defined as PrepNet's business and administrative employees located at 3755 36th St SE, Grand Rapids, MI) is responsible for:

1. Providing annual training for any employee (e.g. administrators, faculty, support staff, student employees) responsible for creating or distributing information on online content to students, employees, guests, and visitors with disabilities, including, but not limited to, training on the Web Accessibility Policy and their roles 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 School.
2. The annual-training requirement for employees who have been fully trained can be satisfied by disseminating notice that includes the Web Accessibility Policy (e.g., via email with a link to the policy), highlights any Policy updates, and provides information on the Web Accessibility Coordinator to serve as a resource for employees with questions about accessibility of online content.

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5.1 Website Accessibility Protocol

For Web Accessibility Coordinator:

1. The designated Web Accessibility Coordinator is the PrepNet IT Manager, as identified in Section 6.1 below.
2. The coordinator will identify the specific technical standard that will be used to determine whether online content is accessible. The standard to be used is W3C's Web Content Accessibility Guidelines (WCAG 2.0), with the specific level of conformance of AA.
3. An annual audit will be conducted to measure and document content against the technical standard guidelines listed above. All problems identified through the audit will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.
4. A link to this policy will be included on all school websites along with information regarding reporting violations of the technical standard(s) used by contacting the Web Accessibility Coordinator. Highlights of any policy updates will be provided by the Web Accessibility Coordinator.

For New PrepNet Employees

1. An annual training will be provided for all new employees who are responsible for creating or distributing information with online content. It is the responsibility for all employees to understand and employ the technical standards adopted by the school.

For Current PrepNet Employees,

1. Changes to this policy will be posted to the school website. Current employees are responsible to understand and employ the technical standards adopted by the school. Any additional training needs must be coordinated with the Web Accessibility Coordinator.

For Third Party Content

1. Prior to posting third party content to the website, employees will provide the content to the Web Accessibility Coordinator (who will confirm its compatibility with WCAG 2.0). Third party content is any content obtained from a company, person, or organization outside of PrepNet. One way PrepNet can verify the third party content is accessible is by testing it through a web accessibility checker or similar resource and/or manual checking.
2. After evaluating the content, if the Coordinator deems it accessible, the employee or Coordinator will post it to the website. If the Coordinator deems it inaccessible, the Coordinator will work with the employee requesting the content to either modify the content so it is accessible or to find alternative third party content that does meet the WCAG 2.0 accessibility standards to use.
3. The Coordinator's evaluation of the content will occur as soon as practical, no later than thirty days after submission. Proposal and delivery of alternative third party content (if required) will take place no later than thirty days after the Coordinator's determination regarding accessibility. If the School provides information or content pertaining to the School's programs, services and activities through alternate methods, the alternatives will afford persons with disabilities equal opportunities to obtain the same result, to gain the same benefit, or to reach the same level of achievement, in the most integrated setting appropriate to the person's needs and with substantially equivalent ease of use. The alternatives are not required to produce the identical result or level of achievement for persons with and without disabilities.

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PrepNet employees can take the additional following steps to ensure accessibility of Online Content provided by third-parties which relate to the Schools' programs, services and activities:

1. Inform third-party developers of the Schools' policy regarding web accessibility and provide a copy of the policy;
2. Provide links to third-party developers with information and resources on implementing website accessibility; and
3. Provide an alternate method to obtain the information provided on third-party websites as it pertains to Schools programs, services and activities.

PrepNet makes no assurances regarding the accessibility of any content or open source software that is posted, hosted or offered on the Schools' website by an individual or entity outside of the control of the School. PrepNet will take all steps reasonably calculated to prevent an individual or entity outside of the control of the School from posting inaccessible content on the Schools' website, and agrees to promptly remove any inaccessible content once PrepNet becomes aware of such content.

- 6.1 All students, prospective students, employees, guests, and visitors may report violations of the technical standard(s) used by the School, file a formal complaint through its Section 504 and Title II grievance procedure, and/or contact the Web Accessibility Coordinator with any accessibility concerns. The Web Accessibility Coordinator's contact information is provided below:

PrepNet IT Manager
 PrepNet LLC
 3755 36th St SE, Ste 250
 Grand Rapids, MI 49512

 (616) 951-1701
 email to: kphillips@prepnetschools.com