

ACCESSIBILITY STANDARDS FOR INFORMATION AND COMMUNICATION

PURPOSE

The Rainy River District School Board (RRDSB) is committed to ensuring that people with disabilities have equal opportunity of access to our services as do all others we serve. Further, we are committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to information and communications.

RATIONALE

The RRDSB is committed to providing services to our students, parents/ guardians, the public and our staff that are free of barriers and biases. The RRDSB strives to ensure that key principles of independence, dignity, integration, and equality of opportunity are reflected and valued in our learning and working environments. Our conduct will demonstrate our belief in the strength diversity brings to our communities.

GUIDELINES

1.0 Responsibility

1.1 Supervisory Officers, Principals and Department Managers will ensure that all staff, volunteers, and others providing services and programs on behalf of the RRDSB have received training in the requirements of the Integrated Accessibility Standards including the Standards related to Information and Communications.

2.0 Feedback

2.1 The RRDSB will ensure that its processes for receiving and responding to feedback are accessible to persons with disabilities.

2.2 Upon request, the RRDSB will provide or arrange for the provision of accessible formats and/or communication supports to facilitate feedback.

2.3 In regard to its feedback process, the RRDSB will notify the public about the availability of accessible formats and communications supports.

3.0 Procurement

3.1 All RRDSB managers and administrators will, wherever practicable, incorporate accessibility criteria and features when procuring or acquiring goods and services, designing new systems, or planning a new initiative that are related to provision of information and communication services.

4.0 Provision of Information and Communications in Accessible Formats

- 4.1 Upon request, the RRDSB will provide, or arrange for the provision of, accessible formats and communications supports for persons with disabilities to facilitate their access to its services.
- 4.2 Accessible formats and communications supports will be provided in a timely manner that considers the person's accessibility needs and at a cost no greater than the regular cost charged to other persons.
- 4.3 The RRDSB will determine the suitability of an accessible format or communication support and, in so doing, will consult with the person making the request.
- 4.4 The RRDSB will notify the public, through websites, general publications, and other relevant means, about the availability of accessible formats and communications supports.

5.0 Accessible Websites

- 5.1 The RRDSB will ensure that, as of January 1, 2021, all its internet websites and web content will conform with WCAG 2.0 at Level AA.
- 5.2 These requirements do not include live captions or pre-recorded audio descriptions.
- 5.3 These requirements apply to websites and web content, including web-based applications, that the RRDSB controls directly or controls through a contractual relationship that allows for modifications of the product.
- 5.4 Where the RRDSB determines that meeting these requirements is not practicable, such determination will include consideration of:
 - the availability of commercial software or tools or both, and
 - significant impact on an implementation timeline that was planned or initiated before January 1, 2012 (the deadline for which all new RRDSB websites and web content on said sites were to conform to WCAG 2.0 Level A).

6.0 Educational and Training Resources and Materials

- 6.1 The RRDSB will, upon notification of need, provide educational or training resources or materials in an accessible format that considers the accessibility needs due to a disability of the person to whom the material is to be provided.
- 6.2 To do so, the RRDSB will procure through purchase or obtain by other means an accessible or conversion-ready electronic format, where available.
- 6.3 If the resources cannot be procured or converted into an accessible format the RRDSB will arrange for the provision of comparable resources.
- 6.4 The RRDSB will, upon notification of need, provide information on the requirements, availability, and descriptions of programs in an accessible format to persons with disabilities.

6.5 The RRDSB will, upon notification of need, provide student records in an accessible format to persons with disabilities.

7.0 Training for Program/Classroom Staff

7.1 The RRDSB will ensure that all staff involved in program or course design, delivery and instruction will be provided with accessibility awareness training related to these responsibilities.

7.2 The RRDSB will keep a record of the training provided including the dates on which training was provided and the number of individuals to whom training was provided.

8.0 School Libraries

8.1 The RRDSB will ensure that school libraries are able to provide, procure or acquire an accessible or conversion ready format of print resources upon request by a person with a disability.

8.2 Effective January 1, 2020, the RRDSB will ensure that school libraries are able to provide, procure or acquire an accessible or conversion ready format of digital or multimedia resources materials upon request by a person with a disability.

DEFINITIONS

Information includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and that conveys meaning.

Communications means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent, or received.

Accessible formats include but are not limited to options such as large print, screen readers, braille, audio format, captioning.

Conversion-ready is an electronic or digital format that facilitates conversion into an accessible format.

WCAG refers to the World Wide Web Consortium Web Content Accessibility Guidelines.

CROSS-REFERENCES

Policies:

- 2.30 Accessibility Standards
- 2.64 Digital Citizenship
- 2.67 Equity and Inclusive Education

Procedures:

- 2.32 AS for Assistive Devices
- 2.33 AS for Use of Service Animals
- 2.34 AS for Use of Support Person
- 2.35 AS for Monitoring
- 2.36 AS for Employment

Other:

- Special Education Statement of Policy

Legal/Ministry of Education:

- *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*
- Integrated Accessibility Standards, Ontario Regulation 191/11
- *Ontario Human Rights Code*
- *Workplace Safety and Insurance Act*