I. OVERVIEW

The following interim policy establishes minimum standards for the accessibility of web-based information and services considered necessary to meet University goals and to ensure compliance with applicable state and federal regulations. This interim policy will remain in place until superseded by a University-wide policy on Electronic and Information Technology Accessibility.

II. SCOPE

All web pages, websites and web-based software produced or procured by the University and used to conduct University-related business must meet the standards outlined in Section III. This includes websites that use content management systems provided by the University as well as those that operate outside of the University’s content management system on different platforms. Personal web pages or websites published by students, employees or non-university organizations that are not used to conduct University-related business are outside the scope of the Policy and this Procedure, although members of the University Community should be cognizant of applicable standards and should make best efforts to create and maintain accessible web content.

III. INTERIM POLICY REQUIREMENTS

Standards

All web pages should meet the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA guidelines. These guidelines were created by the World Wide Web Consortium (“W3C”) with the goals of making web content “perceivable, operable, understandable, and robust” for users with disabilities. For each guideline, there are basic (level A), and additional (levels AA and AAA) requirements, and web pages, websites and web-based software covered by the Policy shall at least meet all level A and AA requirements. In addition to serving as the relevant standards for technology accessibility compliance, these guidelines help improve websites for all users.

Training materials, checklists, and other helpful resources on WCAG 2.0 AA compliance can be found in the Tips and Resources section below and on the University’s Accessibility site
Responsibilities

A. All departments, business units, and University-related entities with a website included in the scope of this policy shall appoint a person who will be responsible for the accessibility of each (or all) of their websites (a “Web Accessibility Manager”), and shall do the following:

1. Ensure all new content developed after the enactment of this policy is WCAG 2.0 AA compliant.
2. Develop and enact a prioritized plan for updating all legacy content to be accessible within a reasonable time frame following the implementation of this policy. Priority should be given to publicly facing content and websites with high traffic and/or with content important for individuals with disabilities.
3. Track any reports or complaints received about accessibility problems and ensure that accessibility issues are addressed promptly and remediated or that an equivalent alternative is provided.
4. Using methods suggested by IST and UIS, conduct an annual review of site accessibility to ensure WCAG 2.0 AA compliance. This review should be reported to IST/UIS and should include the status of the plan for updating legacy content and the progress made, a list of reports or complaints received and descriptions of their resolution, and a certification of WCAG 2.0 AA compliance.

B. IST is responsible for scanning all web presence associated with the Law Center and for setting up timelines for remediation of inaccessible content. IST is authorized to bring down unprotected inaccessible content whenever deemed necessary.

C. Disability Services is responsible for funneling all web accessibility requests to IST and collaborating as needed in order to address accessibility concerns.

Procurement

A. All new contracts/agreements for development of new web presence need to include the following requirement, unless an exception is granted by UIS:

[Contractor] acknowledges and warrants that their Programs and Services during the Term of this Agreement shall provide equal and effective access to all individuals in accordance with federal and state laws and regulations, including, but not limited to the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973. Any website functionality and content provided by [Contractor] shall meet the
accessibility standards of the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA for web-based technology. [Contractor] agrees to promptly respond to, resolve and remediate any complaint regarding accessibility of its products or services in a timely manner and provide an updated version to Georgetown at no cost. [Contractor] further agrees to indemnify and hold harmless Georgetown from any claims arising out of its failure to comply with the requirements of this section. Failure to comply with these requirements shall constitute a material breach of this Agreement and shall be grounds for termination of this Agreement by Georgetown.

B. All new website initiatives should adopt WordPress as their Content Management System (CMS) which is the platform supported by the Law Center and the university. IST can assist in providing hosting information for any new web initiatives.

IV. AUTHORITY AND CONTACT INFORMATION
This interim policy was developed by the Georgetown University Law Center IST and Communications Departments and is sanctioned by the Law Center Administration. For questions, contact:

- Contact - UIS Web Services Team
  - Email: webaccessibility@georgetown.edu
  - Phone: (202) 687-9132

- IST Service Desk: lawhelp@georgetown.edu
Tips and Resources:

- More information:
  - Georgetown’s Accessibility Website
    Your one stop shop for all things accessibility at Georgetown
  - How People with Disabilities Use the Web
    A description of Accessibility Principles that explains “How People With Disabilities Use the Web” from the W3C Web Accessibility initiative.
  - WCAG 2 at a Glance
    A short “at a glance” summary of the goals of the WCAG guidelines
  - How to Meet WCAG 2.0
    A quick reference on “How to Meet WCAG 2.0” that lists the individual guidelines
  - WEBaim
    A site full of useful web accessibility resources
  - SiteImprove FAQs
    Information about Georgetown’s web accessibility checking software

- Training resources:
  - UIS accessibility training classes (required)
  - Lynda.com accessibility training (NetID login)
  - SiteImprove accessibility training (NetID login)