



Accessibility of Information and Communication Technology

Authority:

- Alaska Statute 18.80.255
- Alaska Statute 39.28.055
- 6 AAC 65.010 et seq.
- Executive Order
- Administrative Orders 129 and 262
- 42 U.S.C. 12101 et seq.
- 28 C.F.R. 35 et seq.

Date: August 4, 2022

Approved By: **/*Signature on File*/** _____

Paula Vrana

Commissioner, Alaska Department of Administration

PURPOSE:

The purpose of this Policy and Procedure is to establish a statewide policy that lowers the technical barriers to accessibility on State of Alaska Information and Communication Technology systems for individuals with disabilities so that they may participate in civic life offered by the executive branch of state government.

POLICY:

A qualified individual with a disability may not be excluded from participation in or denied the benefits of the services, programs, or activities of a state agency, or be subject to discrimination by a state agency, because of that disability.

An agency shall operate each of its services, programs, and activities so that each service, program, or activity when viewed in its entirety, is accessible to and usable by qualified individuals with disabilities.

APPLICATION:

This Policy and Procedure will apply to all State of Alaska executive branch agencies to include a department, division, office, public corporation, board, commission, authority, or other organizational unit of the executive branch of state government.

SCOPE:

This Policy and Procedure describes the minimum standards for the accessibility of Information and Communication Technology and applies to all official State business, including being hosted on State servers, contracted or procured with the State, and/or supported by State funds. Nothing in this policy prevents use of higher standards of accessibility such as Web Content Accessibility Guidelines (WCAG) 2.2.

DEFINITION:

“Information and Communication Technology” (ICT) means information technology and other equipment, systems, technologies, or processes, for which the principal function is the creation, manipulation, storage, display, receipt, or transmission of electronic data and information, as well as any associated content. Examples of ICT include, but are not limited to: computers and peripheral equipment; information kiosks and transaction machines; telecommunications equipment; customer premises equipment; multifunction office machines; software; applications; websites; videos; and, electronic documents. *See* 36 C.F.R. Appendix A to Part 1194.

PROCEDURE

- I. Each agency shall:
 - A. Adopt a standard for ICT that complies with Section 508 of the Rehabilitation Act (29 U.S.C. 794d). For websites and online applications, each agency shall train its staff and use the latest version of the Web Content Accessibility Guidelines (WCAG) level A and AA issues, maintained and published by the World Wide Web Consortium (W3C) for this purpose.
 - B. Monthly test all ICT systems under the control or management of each agency for accessibility issues. Tools to perform this work must meet the current WCAG standards.
 - C. Establish a mechanism for users to report accessibility issues or concerns.
- II. The Office of Information Technology (OIT) shall:
 - A. Select and procure accessible ICT systems.
 - B. Help develop positions that are skilled in accessible ICT systems.
 - C. Ensure accessible ICT systems meet compliance.
- III. Review by State ADA Coordinator:

The State ADA Coordinator may review compliance with this Policy and Procedure.