



## Information Technology in Education Accessibility Checklist

The Information Technology in Education Accessibility checklist can assist you in making your educational environment more accessible to students and employees with disabilities. It was developed to inform and assist educational entities regarding information technology (IT) accessibility and it is not intended to replace federal and state guidelines and standards that more formally define IT accessibility.

### Instructions

To make the most effective use of the checklist:

1. Complete the checklist by selecting "Not started," "Complete," or any of the three levels of "In progress" for each item. If an item is not applicable to your environment, leave it blank.
2. For further information on any item, consult the accompanying Guide to the Information Technology in Education Accessibility Checklist (<http://www.washington.edu/accessit/it-checklist/guide.pdf>), which explains each item in detail.
3. If you have additional questions or would like technical assistance, contact the ADA & IT Accessibility Center in your region by voice or TTY (1-800-949-4232).
4. For an interactive checklist, use the **online version** at <http://www.washington.edu/accessit/it-checklist>. The online version allows you to save your responses and track your school's progress over time in making its information technology more accessible.

### Is your physical environment accessible?

#### Physical Access

1. Computer labs and technology-equipped classrooms are physically accessible to wheelchair users.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

2. Computer labs and technology-equipped classrooms are physically accessible to users with visual impairments.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

3. There are quiet work and/or meeting areas where noise and other distractions are minimized, or facility rules are in place (e.g., no cell phone use) to minimize noise.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

# Is your information technology environment accessible?

## Computer Hardware and Software

4. When purchasing computer hardware, steps are taken to assure it is accessible.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

5. When purchasing computer software, steps are taken to assure it is accessible.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

6. Operating systems' built-in accessibility features are available by default.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

7. Users can customize their desktop settings in our public computing environment.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

## Websites

8. Our official (centrally supported) websites are accessible (i.e., compliant with established web accessibility guidelines or standards).

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

9. We have a system in place for monitoring and improving the accessibility of our web content.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

## Multimedia

10. When purchasing multimedia products, steps are taken to ensure they include captions and audio descriptions.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

11. When creating multimedia products internally, a system is in place for captioning them.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

12. When creating multimedia products internally, a system is in place for adding audio description.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

13. Our televisions are capable of displaying closed captions.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

14. Our video projectors are capable of transmitting closed captions.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

15. Our instructors and staff are trained on how to turn captions on, or clear instructions accompany the multimedia viewing equipment.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

## Telecommunications Products

16. If one or more public telephones are available, at least one is mounted at an accessible height.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

17. TTYs are available for people who are deaf.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

18. Faculty and staff are trained in the use of TTY and the national relay service.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

## Self-Contained, Closed Products

19. People using wheelchairs can reach the controls on our printers, scanners, copiers, and other similar devices.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

20. Our information kiosks are compliant with accessibility standards.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

21. Whenever we purchase standalone IT products, our purchasing policies or procedures require that we consider the accessibility of available products.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

## Information Resources

22. In our publications, we include a statement about our commitment to access and procedures for requesting disability-related accommodations.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

23. All printed publications are available (immediately or in a timely manner) in alternate formats such as Braille, large print, and electronic text.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

24. Our publicly available printed materials are within easy reach from a variety of heights and without furniture blocking access.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

## Policies and Procedures

25. We have a state law or policy that requires that our websites be accessible.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

26. We have a state law or policy that requires that we consider accessibility when procuring information technology.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

27. We have a K-12 district or higher education system policy that requires that our websites be accessible.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

28. We have a K-12 district or higher education system policy that requires that we consider accessibility when procuring information technology.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

29. We have an institutional policy that prohibits discrimination against students with disabilities.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

30. We have an institutional policy that requires that our websites be accessible.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

31. We have an institutional policy that requires that we consider accessibility when procuring information technology.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

## **Support and Training**

32. Training is available to web designers on how to create accessible web content.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

33. Accessibility issues are incorporated into mainstream technology trainings for instructors and staff.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

## Do you have the accommodations your students need to access your information technology environment?

### Assistive Technology and Individual Accommodations

34. A variety of hardware- and software-based assistive technologies are readily available for students with disabilities.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

35. We have a procedure to assure a quick response to requests for disability-related accommodations.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

36. We have a designated staff member and/or committee who assures that services are accessible to students with disabilities and responds to requests for accommodations.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

37. Computer support and help desk staff are trained in the maintenance and use of assistive technology.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*

38. Instructors and staff receive training on how to respond to requests for disability-related accommodations.

0	1	2	3	4	N/A
Not started	Started	Half complete	Mostly complete	Complete	

*Comments:*



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