Monash University Procedure

Procedure Title	Web Accessibility Procedures
Parent Policy	Web Accessibility Policy
Date Effective	04-October-2007
Review Date	30-May-2008
Procedure Owner	Director, Education Engagement, eSolutions
Category	Operational
Version Number	1.0
Content Enquiries	Education Policy Unit
Scope	Staff providing university online resources for internal or external users, including: • Teaching and learning resources • Research and research-related information and resources Administrative, training and support information and resources.
Purpose	To promote the university's key values of fairness, equity, diversity and social justice. To support the university's policies and plans, in particular the Equal Opportunity Policy and Social Inclusion Strategy - Disability Plan 2010-2014, by raising awareness and fostering the development of knowledge and skills to create accessible online resources. To assist the university to meet its compliance obligations under the Disability Discrimination Act 1992.

PROCEDURE STATEMENT

Developing and maintaining online resources

- The Monash Web Style Guide outlines general and technical standards for online resources developed at Monash.
- The section on Accessibility outlines accessibility compliance requirements. They are based on internationally recognized standards.
- Staff developing online resources must establish and follow a documented Quality Assurance process for web development and maintenance. A suitable web content QA process is outlined in the Web Style Guide (see the section Maintaining your content).
- The ITS Web Centre can assist with development of accessibility criteria, and accessibility evaluations.

Responsibility

All staff who develop or maintain online resources

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Third-party development and maintenance of online resources

Staff commissioning third-party web resources must:

- ensure that third party developers are made aware of Monash web and accessibility requirements as outlined in the Web Accessibility Policy and the Web Style Guide.
- make it very clear to third party developers that Monash expects online resources to meet these requirements
- ensure work specifications and/or contracts require deliverables that meet Monash standards as outlined in the Web Accessibility Policy, the Web Accessibility Standards and the Monash Web Style Guide.
- establish and follow a documented Quality Assurance, testing and acceptance process to ensure deliverables meet documented specifications

Responsibility

All staff who commission or oversee third party developers

Selecting and purchasing online resources

Staff purchasing third-party web resources must ensure that:

- selection criteria include documented accessibility requirements to meet the Web Accessibility standards
- accessibility requirements apply to both end-user interfaces and administration interfaces
- accessibility requirements should be listed as 'highly desirable', not as mandatory
- vendors are made aware of accessibility requirements and that Monash values accessibility
- candidate products are evaluated against selection criteria, including accessibility criteria. An accessibility assessment of an actual or demonstration version of the product is preferred.

Responsibility

All staff who select or purchase online resources.

Responsibility for implementation	All staff responsible for development and purchase of on-line resources
Status	Revised
Approval Body	**Name:** Strategy and Resources Committee **Meeting:** 8/2007 **Date:** 04-October-2007 **Agenda item:** 9.1
Definitions	**Disability**: Any of: total or partial loss of bodily or mental functions; organisms causing disease or illness; organisms capable of causing disease or illness; the malfunction, malformation or disfigurement; a disorder or malfunction that results in the person learning differently; a disorder, illness or disease that affects a person's thought processes, perception of reality,

	emotions or judgment or that results in disturbed behaviour; and includes past, present or future disability; or is imputed.
	Online resources: Resources available to students, staff and members of the public via an online or web-enabled interface including but not limited to web sites, web-enabled applications, including open source applications, commercial software and applications developed by or for Monash University and content provided in any format and delivered on websites or via web-enabled applications.
Legislation Mandating Compliance	Disability Discrimination Act 1992
Related Policies	Equal Opportunity Policy
	Dispute Resolution and Employment Related Grievances Resolution Procedure
	Reasonable Workplace Adjustments Procedure
Related Documents	Web Style Guide: Accessibility
	AVCC guidelines relating to students with a disability (pdf 339.0kb)
	Disability Standards for Education (2005) (pdf 210kb)
	Social Inclusion Strategy - Disability Plan 2010-2014