



**AP 3725**

**INFORMATION AND COMMUNICATIONS  
TECHNOLOGY ACCESSIBILITY AND  
ACCEPTABLE USE**

**References:**

Government Code Sections 7405, 11135, and 11546.7;  
Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701);  
Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information  
Technology) (29 U.S. Code Section 794d);  
36 Code of Federal Regulations Parts 1194.1 et seq.

**Definitions**

The following definitions apply to this procedure:

- **Accessible:** An individual with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use.
- **Equally Effective:** Alternative access for individuals with disabilities to instructional materials and information and communication technology that (1) is timely, (2) is accurate in translation, (3) is delivered in a manner and medium appropriate to the disability of the individual, and (4) affords the individual with a disability the opportunity to obtain the information as fully, equally and independently as a person without a disability with substantially equivalent ease of use. Note, such alternative(s) are not required to produce the identical result or level of achievement, but must afford individuals with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement in the most integrated setting appropriate to the person's needs.
- **Individual with a Disability:** An individual who has one or more physical or mental impairments that substantially limits one or more major life activities.
- **Information and Communication Technology (ICT):** Encompasses electronic and information technology covered by Section 508 of the Rehabilitation Act of 1973, as well as telecommunications products, interconnected Voice over



Internet Protocol (VoIP) products, and Customer Premises Equipment (CPE) covered by Section 255.

Examples of ICT include computers, information kiosks and transaction machines, telecommunications equipment, multifunction office machines, software, websites, and electronic documents.

- **Instructional Materials:** Includes electronic instructional materials, such as syllabi, textbooks, presentations and handouts delivered within CCC's learning management system, via email or other electronic means for face-to-face classes as well as online courses. It also includes electronic instructional activities such as instructional videos, online collaborative writing, Web conferencing, blogging, and any other instructional materials that develop as technology evolves.
- **Social Media:** Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.
- **Timely:** As it relates to equally effective alternative access to instructional materials and ICT, timely means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

### **ICT and Instructional Material Accessibility Standard Statement**

The District is committed to ensuring equal access to instructional materials and ICT for all, and particularly for individuals with disabilities in a timely manner. In accordance with Government Code Sections 7405, 11135, and 11546.7, and best practices, the District will comply with the accessibility requirements of Section 508 of the Federal Rehabilitation Act of 1973 by:

- developing, purchasing or acquiring, to the extent feasible, instructional materials and ICT products that are accessible to individuals with disabilities;
- using and maintaining instructional materials and ICT that is consistent with this Standard; and
- promoting awareness of this Standard to all relevant parties, particularly those in roles that are responsible for creating, selecting, or maintaining electronic content and applications.

Ensuring equal access to equally effective instructional materials and ICT is the responsibility of all District administrators, faculty, and staff.



## **Social Media Policy**

The District may use social media as a method of effectively informing the public about District services, issues, and other relevant events. District employees shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

### **Authorized Users**

Only employees authorized by the Superintendent / President or designee may utilize social media on behalf of the District. Authorized users shall use only District-approved equipment during the normal course of duties to post and monitor District-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Superintendent / President may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by the Communications Office prior to posting.

Requests to post information on District social media by employees who are not authorized to post should be made through the employee's supervisor.

Posted content shall be on behalf of the District and created and selected by employees, supervisors, and others as part of their official duties for the District, and not as the speech or expression of those individuals on behalf of themselves of any other group or organization.

### **Authorized Content**

Only content that is appropriate for public release, that supports the District mission and conforms to all District policies may be posted. Examples of appropriate content include:

- Announcements.
- Requests that ask the community to engage in projects that are relevant to the District's mission.
- Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
- Press releases.
- Recruitment of personnel.

### **Prohibited Content**

Content prohibited from posting includes, but is not limited to:

- Content that is abusive, discriminatory, inflammatory, or sexually explicit.
- Any information that violates individual rights, including confidentiality and privacy rights and those provided under state and federal law and District policies and procedures.
- Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the District or its employees.



- Any information that could compromise the safety and security of District operations, employees, students, or the public.
- Any content posted for personal use.
- Any content that has not been properly authorized by this policy or a supervisor.

Any employee who becomes aware of content on the District's social media site that they believe is unauthorized or inappropriate should promptly report such content to the Communications Office. The Communications Office will ensure its removal from public view and investigate the cause of the entry, if appropriate.

### **Monitoring Content**

The Executive Director of Public Affairs and Communications will review, at least annually, the use of District social media and report back to the Superintendent / President on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

### **Retention of Records**

The Custodian of Records shall establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

### **Training**

Authorized users should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on District sites.

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