



Title: **Digital Accessibility Procedure**

Code: ACE E 1

Section: Section A: Foundations and Basic Commitments

This procedure applies to all digital tools and platforms used in teaching, communication, and administration, including but not limited to:

- District websites
- Learning systems and educational content
- Communication tools
- Software and apps for teaching and administration
- Files, documents, and online resources
- Digital curriculum and assessments
- Library and registration systems

School and District Roles

- **Accessibility Ambassadors:** Each school and/or District department will have an Accessibility Ambassador to serve as the point person to assist with questions and provide resources to staff.
- **District Accessibility Steering Team:** The District Accessibility Steering Team will support Accessibility Ambassadors by providing guidance on accessibility standards and requirements. All digital content, tools, and systems must comply with WCAG 2.2 Level AA or higher, as well as any additional standards mandated by the State of Colorado's Governor's Office of Information Technology.

Definitions:

- **Digital Accessibility:** Ensuring digital content is perceivable, operable, understandable, and robust for individuals with disabilities.
- **Information and Communication Technology: (ICT):** Digital tools and platforms used for communication, teaching, and administration.
- **Reasonable Accommodation:** Modifications made to digital content to provide equitable access without altering its essential nature.
- **Undue Burden:** Significant difficulty or expense in meeting accessibility standards.
- **Equally Effective Alternative Access Plan:** A formal strategy designed to ensure that individuals with disabilities have access to digital content, tools, or technologies in a way that is as effective as the access provided to others. It is used when a resource cannot be made fully

accessible, offering alternative means of access that match the original in quality, timeliness, and functionality.

All staff and contractors who create and publish content must:

- **Ensure Accessibility of Instructional Materials and Digital Resources:** All materials must be accessible to students, staff, and families. This includes using alternative text for images, providing captions for videos (including live closed captions), and ensuring documents are screen reader friendly.
- **Use Approved Tools and Resources:** Only District-vetted tools and resources that comply with accessibility standards and the Student Data Transparency Act may be used. Approved resources are listed at www.asd20.org.
- **Follow the Equally Effective Alternate Access Plan (EEAAP):** If a digital tool or resource is not fully accessible, an EEAAP must be developed to provide an alternative means of access that ensures equal opportunity.
- **Seek Guidance When Unsure:** Staff should consult with their Accessibility Ambassador or administrator if they have questions about the accessibility of specific materials or tools. Only District-approved tools may be used.
- **Complete Annual Accessibility Training:** All staff must complete mandatory training each year to ensure compliance with accessibility requirements.
- **Ensure Digital Purchases Meet Accessibility Standards:** All purchases of digital tools, software, and services must comply with accessibility requirements. This includes RFPs, contracts, and agreements, which must require vendors to provide an accessibility statement, VPAT (Voluntary Product Accessibility Template), or equivalent documentation.
- **Request Accessibility Exceptions When Necessary:** Schools and departments may submit formal requests for accessibility exceptions if compliance would cause an undue burden, fundamental alteration, or direct threat. The online request form is available on the District's digital accessibility site. The Accessibility Steering Committee will review requests, and the approved exceptions will be published in the Digital Insight Repository.

All data collected for accessibility accommodations will adhere to District privacy and security policies and comply with state and federal laws, including the Family Educational Rights and Privacy Act (FERPA), COPPA and CIPA.

Adopted: February 24, 2025

Revised: July 14, 2025

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Last Revised: **July 14, 2025**

Attachments

[ACE E 1-Digital Accessibility Procedure.pdf](#)