

# SANTA MONICA COLLEGE ACCESSIBLE COMPUTER LAB STANDARDS

## Version 11-15-07

### Introduction

These lab standards were developed by the Information Services Committee of the Academic Senate to serve as a guide for all members of our campus community involved in designing and updating computer labs. Following these standards will result in compliance with our legal mandates to make our computer labs accessible. Making our computer labs accessible means that all students can enter our labs and maneuver within them, use the equipment and applications, and access all related information resources.

Reaching beyond our legal mandates, Santa Monica College embraces the concept of universal design. Universal design refers to the design of products and environments to be used by all people to the greatest extent possible without the need for adaptation or specialized design. Applying this concept to our computer labs, we design labs that are accessible to the broadest possible range of people. For example, when we provide adjustable motorized tables with easily-accessed controls, people in wheel chairs of any height can access the computer stations comfortably without assistance and without needing to request an accommodation.

These standards reflect current legislation and available technologies. They will inevitably evolve in response to new legislation and technological innovations.

### Facility and Environment

1. The entry to the lab is identified with Braille and large print signage. Facilities is responsible for this.
2. The lab signage features high contrast, large print (i.e., Make the print as large as possible given the constraints of the message and the paper size.).
3. 5% of the stations include an aisle width to allow a 5-foot wheelchair turning radius (0-20 computers = one station, 21-40 computers = 2 stations, 41-60 computers = 3 stations, 61-80 computers = 4 stations).
4. At least part of a service counter/desk is at a height accessible from a seated position.
5. Center aisles are a minimum of 44" wide and clear of obstructions.
6. Window blinds are available to reduce glare, especially on computer screens.
7. Consult with the Santa Monica College Americans with Disabilities Act/504 Compliance Officer when planning new labs or reconfiguring existing ones.

### Lab Staff

1. The staff and student workers are familiar with the availability of assistive technology in their lab.
2. The staff and student workers know how to respond to requests for disability-related accommodations including availability of materials in alternate formats.
3. The staff is familiar with the assistive technology pool and the process for obtaining technology for the lab from the pool.
4. There is a process for installing, troubleshooting, and upgrading assistive technology.

- The staff and student workers are familiar with emergency evacuation procedures for those with disabilities (<http://www.smc.edu/disabledstudent/Guide/emergevac.htm>).

## Information Resources

- Commonly-requested publications/handouts are available in alternate formats (large print, Braille, accessible web page, accessible text document).
- Printed materials are within easy reach from a variety of heights..
- Lab web pages comply with accessibility guidelines.
- Multi-media presentations used by the lab are accessible and, if not, alternate media formats are available.

## Procurement Process

- Those responsible for lab purchases are familiar with Section 508 standards resulting in the purchase of lab equipment and software in compliance with those standards.

## Assistive Technology

Assistive technology refers to hardware or software that helps people with disabilities use a computer. Examples include screen reading software for people who are blind and alternate input devices like switches for people with physical disabilities. Some assistive technologies like software that speaks text aloud are helpful for many people in addition to those with disabilities for whom it is an appropriate accommodation. Auditory learners and people for whom English is a second language often experience significantly improved comprehension when listening to printed material. Just like curb cuts are now used for strollers, luggage, etc, a technology designed to accommodate people with disabilities is often beneficial to people without disabilities. Thus, an assistive technology may exemplify universal design.

## Assistive Technology Software

Type	Purpose	Notes
Networked magnification with speech software	Enlarges screen images and provides integration of magnification with speech output.	SMC has a 10 concurrent-user network license for ZoomText Xtra. ( <a href="http://www.aisquared.com">www.aisquared.com</a> )
Networked screen reading software	Provides speech output of screen information for people who are severely visually impaired.	SMC has a 10 concurrent-user network license for JAWS. ( <a href="http://www.freedomscientific.com">www.freedomscientific.com</a> )
Networked text-to-speech/proofing software	Reads text aloud and provides other reading and writing tools (e.g. dictionary) for students who learn better when they can hear what they read and write.	SMC has 6 Learn Station Kurzweil licenses available for installation.
Scan/read station	Scans and reads printed material for	Currently there are Kurzweil 1000 (for

This includes scan/read software and a compatible scanner.	people with learning disabilities who are auditory learners and for people who are visually impaired.	students who are visually impaired) and 3000 scan and read stations in the Library, the Reading Lab, and the High Tech Training Center.
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### Accessible Hardware and Accessories

Type	Purpose	Notes
19-20+ inch, adjustable height, flat panel monitor capable of multiple resolutions including lower resolutions (i.e., 640x480, 800x600) available on station with magnification software	Holding resolution constant, the larger the monitor, the larger the screen images appear. These enlarged images are extremely helpful for many people who are partially sighted and/or have visual perception deficits.	
Large print key labels for station with large monitor	Provides visual access to keyboard for people who are partially-sighted.	Large print full key set labels are available from Hoolean ( <a href="http://www.hoolean.com">www.hoolean.com</a> ) for approximately \$20.00.
Strategically placed locator dots (e.g., j, f, Enter, Backspace, 1, #5 on the numeric keypad)	Provide tactile keyboard references for people who are visually impaired.	Tiny glass jewels are available from the CWAT pool.
Trackball	Provides pointing alternative for people with physical disabilities.	A trackball (e.g., Kensington Orbit) is available from the CWAT pool.
CCTC (Video magnifier)	Magnifies printed material.	Currently there is a video magnifier in the Library and the High Tech Training Center.

### Adjustable Furniture

The Americans with Disabilities Act (ADA) requires that 5% of computer stations conform to accessibility guidelines. (0-20 computers = one station, 21-40 computers = 2 stations, 41-60 computers = 3 stations, 61-80 computers = 4 stations).

Type	Purpose	Notes
Height adjustable tilting footrest	Enables people with shorter legs to keep their legs relaxed and at an ergonomically healthy 90° angle when a height-adjustable table is not available.	
Motorized, adjustable tables with easily-accessed controls	People in wheel chairs of any height can access computer stations comfortably without assistance and without needing to	Priority use for the motorized-adjustable tables is given to students with disabilities for whom the furniture is an appropriate

	request an accommodation.	accommodation.
Ergonomic chair (adjustable height, back, and tilt)	Provides appropriate chair height, back position, and seat position for all users.	

### **Pool of Assistive Technology Accessories**

This equipment is stored at the High Tech Training Center, the computer lab that supports students with disabilities.

### **Specialized Software and Hardware**

Highly-specialized, individual accommodations like scanning software with switches can be ordered on an as-needed basis through the Campus-wide Assistive Technology Plan to accommodate the needs of specific users.