

CALL Scotland ICT Accessibility Checklist

Keeping it legal: are you meeting your obligations under the Equality and Disability legislation?

Access to ICT and Assistive Technology (AT)

Tick

The school or local authority can provide netbooks, laptops or tablets for pupils with disabilities who cannot access paper-based curriculum resources.

The school or local authority has a pathway or procedure and staff with expertise to:

- identify pupils who require ICT and/or AT to access the curriculum.
- assess and provide appropriate ICT and/or AT.

Accessibility of school computers and ICT

Tick

All school computers have text-to-speech (TTS) software installed for reading documents and web pages [1].

All school computers have the free Heather and Stuart voices installed [2].

Headphones are available for use with TTS where required.

Control Panel settings can be easily and quickly changed to enable access for each disabled pupil. Such adjustments can be saved with the user's profile. [3]

Specialist software required by learners with disabilities can be easily and quickly installed and used on school computers. [4]

Specialist hardware required by learners with disabilities can be easily and quickly installed and used on school computers. [5]

Learners with disabilities who require the same AT for school and home use can use it in both settings without restriction.

Access to Learning Resources

Tick

Learning resources (e.g. textbooks, reading books, teacher-generated materials, assessments, homework) can be provided in a format that learners can access, such as Digital, Audio, Large Print, on Coloured paper, Braille, etc. [6]

Online learning resources and assessments can be adapted to individual user needs.

Learners can transfer work to and from school and home using e.g. file sharing on the internet (e.g. Glow) or on a memory stick.

Learners who use ICT for writing and recording can print their work.

Staff and pupil awareness and expertise

Tick

Staffs (teaching, support, librarian and technical) are aware of legal obligations to provide access to the curriculum and to curriculum resources under Equality Duties, with particular reference to Guidance on Auxiliary Aids and Services

Procurement decisions for hardware and software have due regard to accessibility and reasonable adjustment duties under the Equality Act.

Staff and pupils are aware of specialist hardware and software installed and Control Panel options on schools computer, to enable access.

Notes

CALL Scotland is funded by the Scottish Government to provide advice and information and to help local authorities, schools and staff meet their legal obligations under Equality legislation.

- [1] Where required, learners should have text-to-speech software to read word processed files, SQA Digital Question Papers, PDF textbooks, eBooks and from the internet.
- [2] The Scottish Voices are free for Scottish schools and learners:
www.TheScottishvoice.org.uk.
- [3] For example, to adjust the mouse speed or pointer size; to slow down the key repeat; to increase font sizes in menus; to apply high contrast colours; to change the default voice for text-to-speech; to access speech recognition.
- [4] For example, specialist software to magnify or read text on screen; to aid literacy (e.g. word prediction, spellchecking, word banks, picture or symbol support); to access online resources.
- [5] For example, alternative keyboards or mice, switch interfaces.
- [6] See <http://www.books4all.org.uk/> and <http://www.adapteddigitalexams.org.uk/>.

References

- Reasonable adjustments for disabled pupils (Scotland).
<http://www.equalityhumanrights.com/advice-and-guidance/education-providers-schools-guidance/key-concepts/reasonable-adjustments/>
- Disability Strategies and Pupils' Educational Records (Scotland) (Act) 2002
http://www.legislation.gov.uk/asp/2002/12/pdfs/asp_20020012_en.pdf
- Disability Strategies Guidance (to be updated in 2013)
<http://www.scotland.gov.uk/Publications/2002/09/15494/11272>
- Additional Support for Learning – Legislation and Guidance
<http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL>
- Addressing dyslexia toolkit, <http://www.addressingdyslexia.org/>