

**Maine School Administrative District #75
Steps to Increase Accessibility**

“ . . . a description of the steps the applicant will take to ensure that all students and teachers have increased access to technology. The description must include how the applicant will use Ed Tech funds to help students in high-poverty and high-needs schools, or schools identified for improvement or corrective action under section 1116 of Title I, and to help ensure that teachers are prepared to integrate technology effectively into curricula and instruction.”

Introduction. This document serves as an outline of steps the District Technology Department is taking to increase accessibility to technology. Accessibility refers to not only the availability of technology resources, but also the accommodations made for disabilities and the means for overcoming other challenges that serve as obstacles to District information and technology services.

- 1. Increasing accessibility through availability.** The District is taking steps to increase the availability of technology in the schools through various methods and resources.
 - a. Mobile Labs.** Providing computers that are available to support a classroom of students.
 - b. Fixed Labs.** Providing locations within each school where a class may be conducted using technology.
 - c. Computer in every classroom.** Providing each teacher with the means to conduct administrative business conveniently and to allow them to augment instruction or permit a student to use technology independently.
 - d. District-wide Network Login.** Providing District staff the ability to move throughout the District and still login to the network to access information as required.
 - e. Home Access.** Access to e-mail is made available from home through the WebAccess application. Access to other systems will be made available after they are evaluated for security vulnerabilities.
 - f. Telecommunications.** Providing telephone service to each classroom to facilitate communication.
 - g. Specialized instruction mini labs.** Computers are made with specialized software to assist students. These systems provide personalized targeted instruction.

- 2. Increasing accessibility to students with special needs.** The District recognizes the challenge for students with special needs and strives to ensure their needs are met in many ways.
 - a. Specialized Equipment.** With the support of the Special Education Department, the Technology Department will assist in integrating specialized hardware such as oversized keyboards, trackballs, oversized monitors, and microphones to support students with special needs.
 - b. Operating System Configuration.** With the support of the Special Education Department, the Technology Department will assist with customizing an Operating System to support students with special needs. This includes the integration of specialized hardware with the operating system,

use of oversized fonts as required, and activating other accessibility features as may be found in the operating system.

- c. **Specialized Software.** With the support of the Special Education Department, the Technology Department will help install, configure, and maintain specialized software in support of students with special needs. This may include applications to enhance reading and writing, applications that convert speech-to-text, applications that convert text-to-speech, and applications that convert text-to-brail. Various other software applications are made available for differentiated teaching methods.
- d. **Web Pages.** The District Web Master will attempt to ensure that all District sponsored web pages are 508 compliant so that students with special needs may access the pages with equitable support.

3. Increasing accessibility to the community. Key to the success of any school program is the involvement of the community. The District seeks to involve the community by providing information and education.

- a. **District Web Pages.** The District sponsors web pages that serve the community as a means of providing information without infringing on the safety and privacy of its students and staff. The District Web Master screens all content before it's published to ensure the material is in compliance with applicable laws and regulations.
- b. **Online Collaboration Tools.** The district will continue to pilot and expand online tools to connect the community with schools and individual classrooms.
- c. **Adult Education.** An adult education program is sponsored by the district to provide a means for members of the community to continue their education. Classes in technology literacy and various application programs are offered.