# **George Brown College Policies**

# **Captioned Media and E-text Policy**

http://llc.georgebrown.ca/llc/

# **E-information Accessibility Policy**

http://www.georgebrown.ca/Admin/VPAcad/policies/e-accessibility\_policy.pdf

## **Disability Services Policy**

http://www.georgebrown.ca/Admin/VPAcad/policies/disabilitypolicyfinal.pdf

### **Academic Code of Conduct**

http://www.georgebrown.ca/Admin/VPAcad/policies/gbacademicpolicies10.pdf

## **Support Staff Code of Conduct**

http://www.georgebrown.ca/Admin/VPAcad/policies/gbacademicpolicies11.pdf

# **Legislative Resources**

# Canadian Charter of Rights and Freedoms

http://laws.justice.gc.ca/en/charter/index.html

# **Ontario Human Rights Code**

http://www.ohrc.on.ca/english/code/

# Accessibility for Ontarians with Disabilities Act, 2005

http://www.mcss.gov.on.ca/accessibility/index.html

# Captioned Media & E-Text Policy Implementation

Educational Resources is conducting a broad-based education process with faculty and staff members by reviewing curriculum requirements and assessing current media resources to facilitate compliance with the Policy.

Assistance will be provided to obtain captioned resources and electronic text formats that can satisfactorily replace those resources currently used which are not accessible to students who require alternative formats.

This initiative is in keeping with the annual Accessibility Plan as required by the Ontarians with Disabilities Act, 2001 and the 2005-2008 Academic Strategy of George Brown College.

### Karen Walker

Co-ordinator
Accessible Media
Educational Resources
George Brown College
St. James Campus
T: 416.415.5000 x2782
TTY: 1.877.515.5559
kwalker@georgebrownc.ca



# Captioned Media & Electronic Text Policy

# Accessible Media Guidelines for Faculty & Staff



Braille

Large Print

# **President's Message**

George Brown College is committed to the fundamental academic principles of equity and accessibility by fostering awareness amongst our staff and students as to the College's policies, practices and resources available to assist individuals with disabilities.

The College's new Captioned Media & E-Text Policy is in keeping with our values, commitment and mission at George Brown College. The policy now forms part of the College's Academic Policies, Guidelines and Codes of Conduct while acting in the spirit of the Accessibility for Ontarians with Disabilities Act (2005), Ontario Human Rights Code, and the Canadian Charter of Rights and Freedoms (1982).

This initiative requires all of us to work in partnership to achieve our goal of providing equal opportunity to members of the college community. The aim of this policy is to support an inclusive academic environment by incorporating universal design concepts that reduce or remove barriers.

I encourage all members of the college community to be proactive in facilitating the implementation of the new captioned media and e-text policy so that together, we can achieve our goal of removing barriers to education.

Anne Sado President

# **Did You Know...**

14.3%¹ of Canadians have a reported disability – that's 1 in 7 people.

Over 2.6 million<sup>2</sup> Canadians have a reported disability that prevents them from hearing or reading standard audio-visual materials yet only 5%<sup>3</sup> of all published material in Canada is available in multiple formats such as Braille, audio or electronic text.

Approximately 40% of adults with disabilities have a post-secondary education, compared to 48% of the non-disabled population<sup>4</sup>.

The unemployment rate for people with disabilities is over 5 times higher than the unemployment rate for people without disabilities<sup>5</sup>.

# **Accessible Media**

For individuals who are prevented from reading or hearing traditional print or audio materials, captioning and electronic text provide equitable access to information resources.

# **Captioning**

The audio content of a program is displayed as text on-screen and synchronized with the dialogue, narration and sound effects, similar to subtitles. This provides accessibility for individuals who are deaf, deafened, or hard of hearing, have learning disabilities and even those learning the English language.

Digital video that is recorded using web-based applications such as QuickTime, Media Player, Flash or DVD/VHS format will either be Closed Captioned (hidden and activated through the television menu) or Open Captioned (permanently appear as part of the picture being displayed). Look for the following symbols indicating open or closed captioned programming:





# **Electronic Text (E-Text)**

Creating files such as MS-Word, web-based HTML and Adobe PDF with pictures and/or animations that are described using text, provides individuals with visual and learning disabilities the ability to access the files.

Files created with accessibility in mind can be converted to Braille, large print or audio and made accessible with adaptive technology software. Look for the following symbols indicating these formats:

Braille

Large Print

<sup>1.2</sup> Statistics Canada, Participation and Activity Limitation Survey (PALS) 2006, released December 3, 2007

<sup>3</sup> CNIB Library for the Blind

<sup>4.5</sup> Statistics Canada, Participation and Activity Limitation Survey (PALS) 2001