



Approved: April, 2014

Next Scheduled Review: April, 2019

Procedure Statement

Under the provisions of the Information Resources Management Act, Information Resources are strategic assets of the State of Texas that must be managed as valuable State resources. This rule is established to:

- Ensure compliance with applicable statutes, regulations and mandates regarding the management of Information Resources.
- Establish prudent and acceptable practices regarding the use of the Internet.
- Educate individuals who may use the Internet, the intranet, or both on their responsibilities associated with such use.

Applicability

This procedure relates to all Web pages created or revised after September 1, 2010 containing official Texas A&M University-Texarkana (TAMUT) information or services intended for the public. It applies to all individuals who use TAMUT Information Resources.

Definitions

Accessibility: Web design criteria which support access that is not dependent on a single sense or ability, such as vision or hearing.

Key Public Entry Point (KPEP): A Web page that a state agency or institution of higher education has specifically designed for members of the general public to access official information (e.g., the governing or authoritative documents) from the agency or institution of higher education.

Metadata: Data about data; index-type data used to identify, describe, locate, or preserve (other) data over time.

TRAIL: The Texas Records and Information Locator and Electronic Depository Program (TRAIL/EDP) is an automated system used to collect, index and preserve electronic state publications. In order to ensure that publications are appropriately harvested and indexed, a publishing entity must include metadata in its online publications.

University Campus Homepage: The main page for TAMUT.

Usability: Web design criteria that support user performance, ease of navigation and understandability.

W3C: World Wide Web Consortium

Procedures and Responsibilities

The Webmaster will serve as the TAMUT Web Accessibility Coordinator and will measure the University's adherence to this Standard Administrative Procedure.

1. All new or redesigned Web pages/content created after September 1, 2010 must comply with Texas A&M University-Texarkana's Web Accessibility and Usability Standards, unless an exception is approved through the Exception Request Process, pursuant to §2054.460, Texas Government Code.
2. New Web pages must be tested by the Web page owners using one or more Section §508 guidelines, or equivalent validation tools in conjunction with manual procedures to validate compliance with Texas A&M University Texarkana's Web Accessibility and Usability Standards, unless an exception is approved through the Exception Request Process, pursuant to §2054.460, Texas Government Code.
3. All TAMUT Campus homepage and key public entry points must include an "Accessibility" link to, or a "Site Policies" link to a Web page that contains TAMUT's accessibility rule, site validation standard (i.e. §508), contact information for the TAMUT's Web Accessibility coordinator, and a link to the Governor's Committee on People with Disabilities website.
4. All Web pages, including TAMUT campus homepages and key public entry points, must avoid vendor specific "non-standard" extensions and must comply with applicable Internet standards. For example, use: IETF for internetworking technology or methodology (e.g., SSL), and W3C for markup/style sheet languages (HTML, XML, CSS, etc.).

5. All Web pages, including TAMUT campus homepage and key public entry points must implement the following:

5.1 Metadata, following the TRAIL Metatagging Standards (see <http://www.tsl.state.tx.us/trail/about.html> for more information). The descriptors of TRAIL metatags must describe the specific Web page or publication in which they are included. Use of a generic set of descriptors for every publication is not acceptable. The following metatags must be implemented:

5.1.1 DC.Subject.Keyword

5.1.2 DC.Description

5.1.3 DC.Subject

5.1.4 DC.Type

5.2 TAMUT campus homepages must contain the following links:

5.2.1 State of Texas homepage

5.2.2 Texas Homeland Security website

5.2.3 Statewide Search website

5.2.4 State Link Policy or a University Link/Site Policy page

5.2.5 Fraud, Waste and Abuse Link

5.2.6 Texas A&M System Risk & Misconduct Hotline Link

5.3 Individual links to the following or to a Site Policies page containing links to:

5.3.1 Privacy and Security Policy

5.3.2 Accessibility Policy

5.3.3 Institution of higher education contact information

5.3.4 Description of policy/procedures related to the Open Records/Public Information Act

5.3.5 Compact with Texans

6. KEY PUBLIC ENTRY POINTS MUST PROVIDE LINKS TO THE FOLLOWING:

6.1 TAMUT campus homepage

6.2 Individual links to the following or to a Site Policies page containing links to:

6.2.1 TAMUT Contact Information

6.2.2 Accessibility Policy

6.2.3 Privacy and Security Policy

Related Statutes, Policies, or Requirements

[Texas Government Code, Title 1, Part 10, Chapter 213, Subchapter C, §213.37, *Compliance Exceptions and Exemptions*](#)

[Texas Government Code, Title 10, Subtitle B, Chapter 2054, Subchapter A, §2054.460, *Exception for Significant Difficulty or Expense; Alternate Methods*](#)

[Texas Government Code, Title 1, Part 10 Chapter 206, Subchapter C, §206.70, *Accessibility*](#)
Section 508 Subsection 1194.22 of the Rehabilitation Act, *Web-based Intranet and Internet Information and Applications*

Contact Office

Information Security Officer
903-886-5425