

San Jose State University Accessibility Standards for Personal Computer Laboratories

The standards for accessible workstations outlined below and with the accompanying documents, establish a minimum level of compliance for personal computer laboratories. In addition to the standards for the accessible workstations, the standards are also divided into hardware, software, accessory and furniture sections for both PCs and Macs. Updates and changes will be made periodically to keep pace with technological advancements.

The intent of adaptive workstation(s) is to remove barriers for students with disabilities. To this end, disabled students must be given priority use of adaptive computer stations.

The adaptive workstation(s) need not be isolated or dedicated and can be used by able-bodied students when not occupied by a student with a disability. If a disabled student requests the use of the adaptive workstation occupied by an able-bodied student, the able-bodied student should be allowed ten minutes to finish and save their work before moving on to another computer. Provided all computers are engaged, regulations governing the lab regarding computer use apply. It is the responsibility of lab personnel to ensure the accessibility of adaptive workstations for students with disabilities.

Physical Barriers

Minimum standards for adapted workstations:

- Work surface at least 30" from the floor
- Clearance of 29" beneath the top to a depth of at least 20"
- Minimum width of 36" to allow leg space for seated individual
- Utility and equipment controls located within easy reach
- Clear aisle width sufficient to maneuver a wheelchair, recommended 5' diameter

Assistive Technology

Minimum Number of Accessible Computer Stations

The number of accessible computer workstations is based on the total number of stations per lab. The following are minimum requirements:

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|-------------------------|---|---|
| • Less than 25 stations | ⇒ | 1 accessible station |
| • 25 - 50 stations | ⇒ | 3 accessible stations |
| • 50 - 75 stations | ⇒ | 4 accessible stations |
| • More than 75 stations | ⇒ | 5% of total number of stations should be accessible |

Workstation Standards

Below is an overview of the adaptive hardware and software required for a minimum standard and enhanced standard workstation. These stations must be available to students with disabilities and maintained by the department that operates the lab. ***One enhanced standard workstation must be installed in labs with more than 25 stations.*** The accompanying documents detail the software and hardware required for PC's and Macs.

Minimum Standard Workstation up to 25

- Screen reader software: for the PC use JAWS (www.hj.com); for the Mac use Outspoken (www.aagi.com)
- Screen magnification software: for the PC use MAGic (www.hj.com); for the Mac use InLarge (www.aagi.com)
- Sound Card: use any Windows compatible Sound Card for the PC along with Jaws software; Mac is sound ready
- Accessible furniture
- 20" or larger monitor for each adapted workstation

Enhanced Standard Workstation More than 25

All minimum standards with the addition of:

- CCTV, Closed Circuit Television - Magnification System: (www.optelec.com)
- Scanner
- **Braille Printer** (*only required in labs of 50 or more stations*)
- Voice Recognition software: Dragon Naturally Speaking Professional
- Visual outlining software: Inspiration
- Document Reader/Word Prediction: textHELP

Example of the configuration of a lab with 56 stations:

- 3 minimum standard workstations and 1 enhanced station.

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