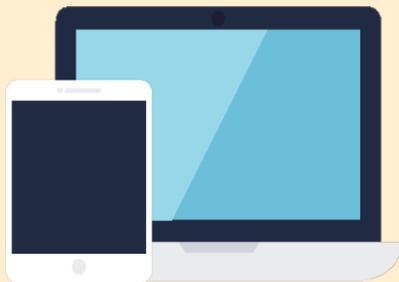


# ARE YOU MEETING YOUR LEGAL REQUIREMENTS FOR COMPUTER ACCESSIBILITY?

## Scottish Government Guidance:

## How?

The school or local authority's stock of shared netbooks, laptops or tablets can be booked out by pupils with disabilities for specific learning tasks.



Some learners with ASN require technology to access the curriculum successfully: the school or local authority should provide the ICT. Some students only need the device for specific tasks or classes, but others will need a device personalised to their needs at all times.



All school computers have text-to-speech (TTS) software installed for reading documents and web pages. The computers should have the free Heather and Stuart voices installed.



Your school computers should have text-to-speech software installed for learners with literacy difficulties. Visit CALL's text-to-speech web pages to find out more and to download free TTS software. Get Heather and Stuart from the Scottish Voice website.



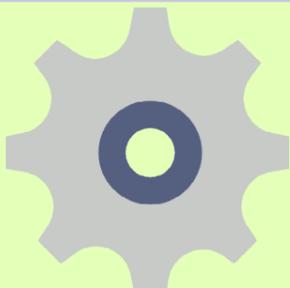
Headphones are available for use with text-to-speech (TTS) where required.



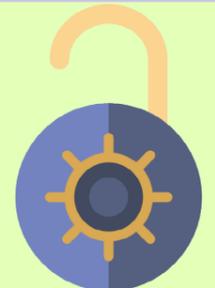
Schools can provide headphones, or learners can use their own. As well as headphones, schools should ensure that computer sound cards are installed and working.



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



All that's needed to enable access for some pupils is to make small adjustments to the computer using the built-in tools. Restricting access is not good practice - these tools should be made available on school computers.



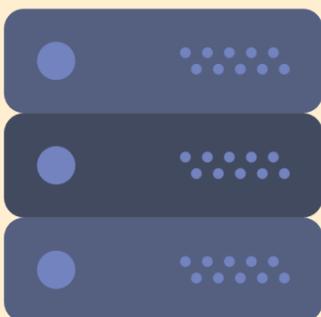
Specialist hardware and software required by learners with disabilities can be easily and quickly installed and used on school computers.



ICT policies and procedures should ensure that specialist software required for access can be installed in good time. For example, one local authority gives highest priority to requests to install accessibility software.



Computer refreshes or re-imaging are planned to accommodate assistive software and hardware used by disabled pupils. They must not result in existing technology becoming unusable. Replacement or upgrades must not disadvantage disabled pupils.



ICT policies and procedures should record instances of specialist installations and adaptations so that assistive technologies can be re-installed following refresh. ICT policies and procedures should ensure that assistive technologies can be upgraded following a refresh.



All teachers have a responsibility to support learners with additional support needs (ASN) and this includes learners who use ICT to access the curriculum: [bit.ly/Scottish-Government-Guidance-Access](http://bit.ly/Scottish-Government-Guidance-Access)

### CALL Information and Resources:



**Computer Accessibility**  
[bit.ly/CALL-Computer-Accessibility](http://bit.ly/CALL-Computer-Accessibility)



**Text-to-Speech**  
[bit.ly/CALL-Text-to-Speech](http://bit.ly/CALL-Text-to-Speech)



**Scottish Voices**  
[bit.ly/The-Scottish-Voice](http://bit.ly/The-Scottish-Voice)

