

Policies and Procedures Handbook

Illinois Institute of Technology

Procedure No.: Q.6

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Subject: Technology and Telephonic
Infrastructure Capabilities

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I. Non-Interference

The University, through its Office of Technology Services (“OTS”), has invested significant resources to modernize its technology and telephonic infrastructure and to manage its radio frequencies (spectrums), so that it can provide its students, faculty and staff with high-quality, uninterrupted voice, data and video and distance learning services, both wireless and wired. To ensure the operational integrity of such services, it is essential that no action be taken that would interfere with or otherwise obstruct this infrastructure or the use of these frequencies.

Accordingly, students, faculty and staff are prohibited from undertaking any activity, including, without limitation, the installation of equipment, devices or antennae, whether for their own benefit or for the benefit of third parties, that may cause interference with or otherwise obstruct the operation or use of the University’s technology infrastructure or radio frequencies. If an activity is found to have such an effect, then OTS shall have the right to direct the party responsible for such activity to use every effort to eliminate immediately such interference or obstruction.

If a student or faculty or staff member has any concerns as to whether an activity may impact the University’s technology infrastructure or radio frequencies, then he or she should consult with OTS in advance of undertaking the activity.

II. Disability Accessibility and Related Recordkeeping

With respect to the telecommunication services that it provides, the University makes all reasonable efforts to accommodate users with disabilities and to meet the guidelines of the Federal Communications Commission’s (“FCC”) Accessibility Recordkeeping and Contact Information Reporting Requirements. To this end, OTS, through its Office of Telecommunication Services, on behalf of the University, undertakes the following:

A. Efforts to Consult with Individuals with Disabilities

- On a regular basis, consults with people with disabilities concerning accessibility issues related to telecommunication services. These efforts include the ability to provide feedback and raise concerns via the website, consultation with the University’s Center for Disability Resources and review of student surveys.
- Compiles and reviews, no less frequently than annually, records concerning the results of such consultation and direct feedback to determine whether the University should modify its policies or offerings related to such services to address accessibility issues.
- Maintains records concerning its consultation efforts and the results of those efforts in accordance with this Policy.

B. Description of the Accessibility Features of Products and Services:

- Compiles and maintains information concerning the accessibility features of its telecommunication products and services as well as accommodations for disabilities. Based on historical needs, the current features and accommodations, as of the date of this Policy, include the ability to provide TTY devices and a policy of mandatory response to the location from which contact or attempted contact is made to the University's Department of Public Safety.
- Makes information available to individuals with disabilities regarding such accessibility features via its website and the Center for Disability Resources.
- Maintains records concerning the accessibility features of its products and services in accordance with this Policy.

C. Information about Compatibility of Products and Services with Peripheral Devices or Specialized Customer Premise Equipment Commonly Used by Individuals with Disabilities to Achieve Access:

- Maintains lists of peripheral devices and customer premises equipment commonly used by individuals with disabilities to achieve access that it makes available or that, to its knowledge, can be used with its telecommunication services and equipment.
- Updates such lists as its service and equipment offerings change.
- Makes the lists available to customers upon request and via its website and the Center for Disability Resources.
- Maintains records concerning such lists in accordance with this Policy.

D. Recordkeeping:

- All records referenced in Sections II.A, II.B and II.C above are kept for a period of two years after OTS ceases offering a service or supporting equipment that is subject to the relevant recordkeeping requirements under Part 14 of the FCC's rules.
- Updates its records on a regular basis, but in no event less than annually.