

Accessible Instructional Materials for Quebec Students

April 2017

Quebec students with individualized education plans can obtain digital works that are compatible with assistive software from the Ministry's lists of approved Instructional Materials [http://www1.education.gouv.qc.ca/bamd/index_en.asp].

The processes of obtaining works vary by publisher. Publishers also determine the conditions by which their works can be used. The conditions that are common to most publishers are summarized at the end of this document, however certain publishers impose additional conditions and costs. Please refer to each publisher's documentation for legal wording and updates.

Suggested Process to Acquire Accessible Instructional Materials

1. Prepare or obtain a list of which textbooks are used in each course / class. Confirm list with course teachers.
2. Review student IEPs to determine which students regularly use assistive technology adaptations (such as *Word Q* software). Consult with school or Board-level professionals if assistance is needed.
3. Ensure that eligible students have individual, regular access to a computer or device with assistive software.
4. Determine which textbooks are required for students based on their course registrations and discussion with course teachers.
5. Follow publishers' processes to request materials. The administration will need to designate an authorized staff person to order materials. (See *Processes to Obtain Accessible Instructional Materials by Publisher.doc*)
6. Once they are received, inventory works (or add to existing inventory of printed instructional materials) and establish a method to track student loans. File sharing must respect publisher conditions. An organized space for storing CDs and USB keys is recommended.
7. Share material with eligible students. Explain conditions of use and provide written documentation of those conditions.

8. At end of school year, ensure that digital copies are returned, filed and stored on school premises, or deleted, as required by publisher.

Common Conditions of Use

- ☐ The work will be used exclusively by a special needs student (a student with a recognized sensory, physical or neurological disability), as described in the student's individualized education plan.
- ☐ The school certifies that it has purchased the print version of the work for all the students in the same class as the student concerned.
- ☐ The student using the work will regularly attend the school that has acquired the work.
- ☐ Use of the work is subject to the same conditions of use as its print version, specifically:
 - *Textbooks*: A copy of the work must be purchased for each student with special needs, and only one student may use this copy of the work during the school year.
 - *Activity books*: A copy of the print version of the work must be purchased for the current school year. The same copy of the work may not be reused during any subsequent school year.
- ☐ The application for the work is made by a person in authority at the school or a person authorized by its administration to do so.
- ☐ The school applying for the work agrees not to reproduce, sell, modify or distribute the work.