INDIANA ONLINE

STUDENT HANDBOOK

SUPPLEMENTAL SCHOOL YEAR | SUMMER

Is Online Learning for Me?

Any pace, any place, any time learning sounds great, and it is for many students. Most students like the flexibility of being able to work on assignments when and where it is convenient for them. Students must be motivated, self-disciplined, and demonstrate good time management skills. Your online course scores will be transcripted by your school of record and will become part of your permanent school record. Be sure to discuss taking an online course with your parent/guardian and counselor about your readiness for online learning. Consider the following questions to help determine if online learning is right for you:

- Do you have access to a computer and the internet to work on your courses outside of the school?
- Do you have an active email address that you can access? (School email accounts might block our emails. It is best to use a personal gmail or yahoo account.)
- Are you self-motivated and self-disciplined?
- Do you have good time management skills?
- Are you willing to initiate a conversation with a teacher and ask for assistance when needed?
- Can you use teacher feedback on assignments to improve your work?
- Do you have good technology skills beyond social media?
- Do you have approximately 8-10 hours a week during the school year or 16 hours a week during the summer session to dedicate to each of your online courses?

General Information

- Students can do online coursework anytime, anywhere that they have internet access (at home, school, or a library).
- Each student will receive a confidential username and password.
- Each course has a teacher facilitating the student's learning path.
- Students complete lessons at their own pace within the timeframe of the term and submit them to the teacher through a secure website.
- A pacing guide is available within the course to use as a time management tool.
- Due dates are listed for all assignments to assist students in completing the course on schedule.
- Students have online discussions and/or chats in a secure environment.
- It is recommended that a student enroll in no more than two (2) courses per session.
- Students may enroll in only one (1) Physical Education course per session.
- Final exams are not proctored. Depending on the course, the final may be a project, essay, or a culmination of the content presented throughout the course.
- Credit for each course is awarded by the student's home school of enrollment.
- All courses are accredited and designed according to Indiana State Standards.
- All dual credit enrollments will follow the provider policies for registration, course changes, grading, fees, textbooks, academic integrity, etc.
- The Indiana Online administration reserves the right to make decisions regarding matters not specifically addressed in this handbook. In situations requiring clarification or unforeseen circumstances, the administration may implement additional policies or take necessary actions to maintain a safe, respectful, and productive environment for all members of the school community.

Student Responsibilities

- Students will be required to attend a Zoom session or have a personal phone call with the teacher before they can begin working on content coursework. Students will also be required to complete a First Contact Form as a part of the Zoom session or call. The teacher's contact information can be found in Announcements or on the Teacher Contact page in the Welcome (Start Here) Module.

- Students are given approximately 18 weeks to complete the course if they enroll during our August - January sessions. The February and March sessions are shortened. During our summer session, students have 6 weeks to complete the course, including the final exam(s). Students who do not complete the course and take the final exam(s) will fail the course. **If there are two final exams in the course, the student is required to complete both.**
- Students must login, begin working, and submit assignments.
- Medical drops will be considered on a case-by-case basis.
- Dual Credit enrollment will follow the provider's policy.
- Students must complete all activities in the Welcome (Start Here) Module to access the course content.
  - Students need to complete the Indiana Online Onboarding Activity, which links to the [Indiana Online Onboarding Website](). The website explains how to navigate through our student information system (Genius) and our learning management system (Canvas). The onboarding website provides answers to your questions regarding how to submit a file or record a video, how to start a thread in a Discussion, or see what you missed on quizzes.
  - Upon reviewing the Indiana Online Onboarding Website, students will need to complete the Indiana Online Onboarding Quiz.
  - The final activity in the Welcome (Start Here) Module is to sign off on the Indiana Online Academic Integrity Contract.
- Students should utilize the course's Pacing Guide and target dates for completing assignments to help progress through the course within the session's timeframe. The course will close at the end of the session's timeframe.
- Students should check their email daily.
- Students should consider that an online course requires additional time and effort. Time management is essential. Online learning is more convenient and flexible; but is in some ways more difficult. Students should plan on spending approximately 8-10 hours a week during the school year or 16 hours a week during the summer session per course.

Student Support

Students are supported by their counselor, parent/guardian, Indiana Online teacher, and the Helpdesk. Technical support is available 8am to 10pm, 7 days a week. Help is just a few clicks away! To submit a ticket, simply go to the [Indiana Online Helpdesk page]() for directions. Be sure to include the student's name, course title, and specific information such as the unit and/or assignment titles. Screenshots are helpful too. The more information you provide, the better our tech staff will be able to assist you!

Student Online Learning Tips

- **Communication** - Most of online communication is done through writing. It is vitally important in an online course that you communicate well because your teacher cannot see the look on your face or hear your voice. You will be responsible for being persistent about asking questions or asking for help when you don't understand something.
- **Time Commitment** - Make sure to "pace" yourself to finish the course and take the final exam by the published course end date.
  - Use the Pacing Guide in the course to help keep you on track. Set deadlines for yourself and follow them! Commit the appropriate hours each week per course and schedule regular study times during the week. Regular, short periods of working time are better than long stints of cramming in the last week.
- **Reading** – Because almost all the directions and information in an online course is in the form of written words, it is very important that you read both carefully and thoroughly. Also keep in mind that

your teacher will be reading what you write just as carefully, so take care to proofread what you have written before you submit it!

- **Participate** – In an online course, it is not enough just to log in. You need to "speak up" so that your teacher and your classmates know you are there! That means asking questions, reading and sending email, and posting your comments, questions, and concerns on discussions if applicable.
- **Patience** – As much as you may want your question answered right away, you will often wait up to 24 hours for a response from your teacher. Please try to be patient. Make a note of where you left off in the assignment and where you had a question. Then go on with other coursework until your question has been answered.
- **Internet & Computer** - Make sure that your internet connection and computer are both working and stable! Have a plan "B" if it is not – where else could you go to work? Is the public library or school an option? "My computer crashed" is not an acceptable reason to drop or fail your online course.
- **Syllabus** - Become familiar with the course syllabus and pacing guide that is found within the course. You are responsible for knowing about and meeting the deadlines and requirements!
- **Modules** - All Indiana Online modules must be completed in order. You can skip around within the module, but you must complete all tasks in the module before you can progress to the next module. A module may require a prerequisite.
- **Backup** - Save a backup copy of all assignments that you create in Microsoft Office (Word, Excel, and PowerPoint) or Google (Docs, Sheets, and Slides). You may be asked to revise or edit your work and re-submit it.
- **Don't give up!** – Some students may find taking an online course very challenging for a number of different reasons. Be persistent about trying again and asking for help. Ignoring a problem will never make it go away!

  Read more on our *Profile of a Successful Online Learner* blog!

Parent(s)/Guardian(s) Responsibilities

- Parent(s)/guardian(s) can sign up as an observer in Canvas. Instructions can be found on the Indiana Online Onboarding Website under Canvas/Parent Observer in Canvas.
- Review the Pacing Guide weekly with your student to see if they are on track.
- Should there ever be any concerns, please do not hesitate to contact the teacher.
- The Helpdesk can be utilized for additional questions or concerns.

Counselor Responsibilities

- School counselors play a very important role in the enrollment process. Not only do they assist with course selection and the decision making process for the student, but counselors are the main source of contact for Indiana Online information.
- Counselors should make sure that each student is aware of the enrollment process, time commitment and the policies before the student enrolls in a course.
- Counselors must approve the request for enrollment of the student and will be the contact person for the student.

Enrollment / Registration

Indiana Online offers sessions beginning each month for August, September, October, November, January, February, and March. There is one (1) Summer School session which begins in June and ends in mid July. The enrollment windows are posted on our Academic Calendar. Schools may request to open enrollment early or extend past the enrollment close date. Your counselor's approval is necessary to enroll in an Indiana Online course.

- Meet with your counselor to determine the correct course.
- Complete the online enrollment at http://indianaonline.org.
- If a payment is required, it can be made online by credit card.
- If a payment is required it must be made in full by the first day of the course. The student's account will be automatically deactivated if payment has not been received.
- Once the student submits the requested course of enrollment, an email is generated to the selected counselor for his/her approval.
- The student will receive an email notification upon the counselor's approval.
- A student may elect to enroll in two semesters of a non-sequential course, but the student will be required to work in BOTH courses (ie, both semesters) at the same time.
- Students will receive a username & partial password prior to the start of the session.

Sequential Courses - Summer Only

- If the student is enrolled in the sequential courses listed below, the student MUST complete the first semester within the first three weeks to be eligible to move on into the second semester. The second semester must be completed by the session end date.
- If a student does not complete the first semester within the first three weeks, they will be dropped from the second semester course.
    - The student may continue to work towards completion in the first semester by the semester end date.

Sequential Courses:

AP Calculus	Chemistry
AP Computer Science	Chinese I, II, III
AP Spanish	French I, II, & III
Algebra I Lab	Geometry I
Algebra I, II	Principles of Computing
American Sign Language I, II, III	Spanish I, II, & III

ASL is not recommended for sequential due to video and transcription creation.

Tuition

Please refer to the school list to determine the cost associated with the student's school.

Credit Cards (Visa or Mastercard) are accepted online during the registration process. Payment must be received in full by the first day of the session. The student's account will be automatically deactivated if payment has not been received.

Technology, Textbooks, and Course Materials

- It is strongly recommended to use a laptop or desktop computer.
- Mobile devices are not recommended.
    - Courses may be mobile-friendly, (excluding the use of a smartphone) but may have certain content topics that require specific software. These may not be accessible on an iPad.
- It is strongly recommended to have high speed cable or DSL Internet access.
- The student must have an active, personal email address (not your school email), daily Internet access and possess basic computer skills.

- The recommended browsers are Google Chrome or Firefox. Safari will work but can sometimes be problematic depending on the course. Please do not use Microsoft Edge.
- Microsoft Office: Word, Excel, PowerPoint. If you don't have MS Office, you may use Google (Docs, Sheet, Slides) to create your assignment documents.
  - Note: Your school Google account may be blocked. Use a personal Google account.

In most cases, online textbooks and/or reference materials are used. Students may be assigned a password that needs to be kept confidential. Online textbook fees may apply. **Additional materials may be necessary for some courses and will be the student's responsibility.** American Sign Language courses require a webcam. Advanced Placement courses may require a textbook to be purchased. Discount internet sites may be provided for purchasing suggestions. Check the Course Catalog on the Course Listing posted on the website for Required Materials **before** the course begins.

Password and Login

Students will be emailed a login and instructions to establish a password during the enrollment process. The student's login information is emailed to the email account provided at the time of registration. Students must have an active, personal email account at the time of registration to receive their login information.

**Note: school email accounts should not be used, as many block outside organizations.

Final Exam(s)

Students may take their final exam(s) once they have completed all of their course work. Please note that some courses may have additional requirements before the final exam(s) may open. The final exam(s) must be completed by 11:59 pm ET on or before the last day of the session. There are **NO** exceptions.

- **All** required assignments, quizzes and tests should be completed before taking the final exam(s). Students **will receive zeros** on all remaining incomplete assignments.
- The final exam(s) is 20% of the student's overall course score.
- Students should complete a "Student Evaluation" prior to taking the final exam(s).
- All final exams **must be completed** in order to earn a score in the course.
- A blank submission for the final exam(s) will be treated as no submission for the final exam(s).
- You may be required to complete multiple parts to your final exam(s). **All parts of the final exam must be completed to report a score to your school of record..**
- During the final exam(s), students may be permitted to use tools such as calculators, pencil, paper, or course notes if specified by the teacher.
- Ensure you have allotted enough time to complete the final exam(s) before 11:59 pm ET on the session end date. We recommend starting the exam(s) no later than 9 pm ET on the final session date in order to troubleshoot, if needed, and complete the exam(s) on time.

Extension of the Session

Students are required to finish their course by the session end date posted on the Academic Calendar. In the event an extension is needed, Indiana Online administration will review the need on a case-by-case basis.

No extensions are allowed during summer school.

Course Change

Students may request a course change/drop in Genius anytime before the session drop deadline posted on the Academic Calendar. During the school year, all course changes must go through the school of record counselor. Students must request to drop from the course by 11:59 pm ET during the drop period to ensure a score will not be reported to their school.

- Refunds Self Pay
    - If a student drops the course before the course begins a full refund will be issued.
    - If a student drops the course before the session drop deadline posted on the Academic Calendar, they are entitled to a refund of the course cost minus a $50 incomplete enrollment tuition fee.

During the summer, no drops are permitted after the session drop deadline posted on the Academic Calendar.

Note: Medical drops will be considered on a case-by-case basis. All Dual Credit enrollments will follow the provider's policy.

Course Cancellation

Indiana Online reserves the right to cancel any course offerings listed as being "offered" when enrollment does not surpass an acceptable level.

State Curriculum Requirements

Indiana Online courses are designed according to Indiana State Standards. Content meets and exceeds standards for each subject area.

Code of Conduct and Acceptable Use Policy

You, your teacher, and the other members of your online course are all expected to conduct yourselves with the same level of respect, professionalism and courtesy as you would in a classroom environment. All communication that is conducted via the phone, email, discussion board or chat room must be done in an appropriate manner and tone and follow Indiana Online's Acceptable Use Policy.

Participation in the Indiana Online program provides students with opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. Indiana Online is committed to helping students develop college and career technology and communication skills. Indiana Online's technology curriculum recognizes the FCC's Children's Internet Protection Act (CIPA) standards and includes an emphasis on online safety.

The Code of Conduct and Acceptable Use Policy outlines the guidelines and behaviors that all users (administrators, teachers, students and parents/guardians) are expected to follow when participating in the Indiana Online program.

- All material/content provided within the Indiana Online websites is intended for educational purposes.
- Students are expected to communicate with appropriate, safe, mindful, and courteous conduct.
- All activity within the course Learning Management System website may be monitored and retained.
- Access to online content via the Indiana Online websites may be restricted in accordance with the policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Indiana Online makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of Indiana Online websites.

- Users of the Indiana Online program are expected to alert the administrative staff immediately of any concerns for safety or security.
- Misuse of the Indiana Online course Learning Management System can result in disciplinary action.

Unacceptable Use Examples:

- Use Indiana Online technologies in a way that could be personally or physically harmful.
- Inappropriate use of the Indiana Online course Learning Management System, video conferencing (including, but not limited to inappropriate background images, clothing, props, etc), online collaboration, message boards, email, telecommunications, or texting.
- Access, create, send or receive, store, or display obscene or inappropriate images and/or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Create or send threatening or libelous communications or communications which include vulgar, abusive, or otherwise inappropriate language.
- Access or use other individuals' accounts, information, or files without permission.
- Access to websites, files, or resources using another individual's passwords.
- Damage, disable, or otherwise disrupt the operation of the Indiana Online course Learning Management System.
- Violate any local, state, or federal statutes, including but not limited to copyright law.

Violations of this policy may have disciplinary repercussions, including:

- Expulsion from the Indiana Online program resulting in failure of the course.
- Notification to parent/guardian and school.
- Legal action and/or prosecution.

Reporting of any incident can be made at any time to the Indiana Online Director at khendrick@indianaonline.org.

Academic Integrity

Using the work of someone else and claiming it as your own, even if it is unintentional, is considered academic dishonesty. It is important that students cite sources appropriately to avoid violating the Indiana Online academic integrity policy. Students and guardians should be aware that a teacher will reach out if there is a question of academic integrity.

Examples of academic dishonesty include, but are not limited to:

- Copying someone else's work (from another person, website, book, etc)
- Allowing someone else to copy your work
- Having someone else complete your work for you
- Using unauthorized material to help you complete your work
- Using Artificial Intelligence (AI) programs or apps to complete assessments

Indiana Online provides Student Guidelines for Using Artificial Intelligence to support students in understanding appropriate and inappropriate use of AI programs or apps.

Indiana Online has established the following steps when a teacher has identified potentially plagiarized work or suspected use of generative artificial intelligence (AI) to complete an assessment. Assessments include assignments, quizzes, discussions, and exams.

First Offense

- **Step 1:** The teacher halts grading on ALL submitted, ungraded work.
- **Step 2**: The student and guardian(s) will be notified and the student will be required to schedule a conference to discuss the assessment in question within 48 hours. A score of zero will be awarded without the opportunity to resubmit if the student does not meet with the teacher.
- **Step 3**: The student will have an opportunity to discuss the process of completing the assessment in question and to display understanding of the learning concepts.
- **Step 4**: If plagiarism and/or inappropriate use of Generative AI is confirmed, the student will be allowed to resubmit the assessment. If appropriate use of Generative AI is confirmed, a score will be awarded based on the content submitted.
- **Step 5:** The teacher will only resume grading after the assignment has been resubmitted if necessary.

Second Offense

- **Step 1:** The student and guardian(s) will be notified and the student will be required to schedule a conference to discuss the assessment in question within 48 hours. A score of zero will be awarded if the student does not meet with the teacher.
- **Step 2**: The student will have an opportunity to discuss the process of completing the assessment in question and to display understanding of the learning concepts.
- **Step 3**: If plagiarism and/or inappropriate use of Generative AI is confirmed, a score of zero will be awarded. If appropriate use of Generative AI is confirmed, a score will be awarded based on the content submitted.

Third Offense

- **Step 1:** The student and guardian(s) will be notified and the student will be required to schedule a conference to discuss the assessment in question within 48 hours. A score of zero will be awarded and step 4 will be implemented if the student does not meet with the teacher.
- **Step 2**: The student will have an opportunity to discuss the process of completing the assessment in question and to display understanding of the learning concepts.
- **Step 3**: If plagiarism and/or inappropriate use of Generative AI is confirmed, a score of zero will be awarded. If appropriate use of Generative AI is confirmed, a score will be awarded based on the content submitted.
- **Step 4:** The student's overall score will be reduced by 10%, which will occur when publishing the final score.

Fourth Offense

- **Step 1:** The student and guardian(s) will be notified and the student will be required to schedule a conference to discuss the assessment in question within 48 hours. A score of zero will be awarded and step 3 will be implemented if the student does not meet with the teacher.
- **Step 2**: The student will have an opportunity to discuss the process of completing the assessment in question and to display understanding of the learning concepts.
- **Step 3**: If plagiarism and/or inappropriate use of Generative AI is confirmed, the student will automatically receive a score of zero for the entire course and the student must complete the Indiana Online AI Foundations and Ethical Use course before further enrollment. If appropriate use of Generative AI is confirmed, a score will be awarded based on the content submitted.

Final Exam Academic Integrity

- **Step 1:** The student and guardian(s) will be notified and the student will be required to schedule a conference to discuss the final exam(s) within 24 hours. A score of zero will be awarded if the student does not meet with the teacher.
- **Step 2**: The student will have an opportunity to discuss the process of completing the Final Exam(s) and to display understanding of the learning concepts.
- **Step 3**: If plagiarism and/or inappropriate use of Generative AI is confirmed, a score of zero will be awarded. If appropriate use of Generative AI is confirmed, a score will be awarded based on the content submitted.

Grading Criteria

The introduction section of each course will cover the specific grading criteria. A score, as well as your teacher's comments, may accompany assignments. You must complete all required assignments, quizzes and tests before a final score can be issued. Students will receive zeros on all incomplete assignments. When you have completed the course, the teacher will calculate and post the final score within the course for you. Indiana Online will also report your final score to your school after the session ends. The student's school of record will determine the letter grade based on their specific grading scale.

During the summer, after the due date, a zero is entered for any missing assignments for that week. During the school year, a zero is entered for any missing assignments at the end of the unit. Students may complete and submit missing assignments anytime before the end of the session.

Credit Earned

The courses are equal to 1 semester credit. The credit is awarded by the student's home school of enrollment. Indiana Online will report the student's earned score to the school after the session ends. The school will convert the score to the appropriate grade for the student transcript.

Grade Dispute Policy

When disagreements or misunderstandings arise between an Indiana Online teacher, a student, or parent/guardian, the parties involved should first communicate with each other to attempt to resolve differences. If a resolution is not reached, the final score reported can be appealed. The appeal should be submitted no later than ten (10) business days after the score is released. To appeal a score, the parent/guardian or student must complete a Grade Dispute form. Within the form, include as much detail as possible and the specific reasons the reported score is inaccurate. References to particular assignments that may have the incorrect score reported can prove helpful. Additionally, any relevant documents such as email correspondence should be included. Screenshots of scores **will not** be accepted. The sender of the appeal will receive an acknowledgment of receipt within one business day and an investigation will be conducted. Upon the conclusion of the investigation, the person who filed the appeal will receive notice of the findings. Scores from a previous semester that are appealed more than ten business days into the subsequent semester will not be investigated.

Students with Accommodations (IEP/504/ILP)

The unique learning environment Indiana Online provides is a valuable alternative for students who benefit from a non-traditional school setting. Our courses are designed to be accessible to students with a variety of learning preferences. Parents/guardians and school staff may utilize the Online Readiness Information in the Parent Guide as one indicator to determine if online is an appropriate placement for their student.

Indiana Online is an option for middle and high school students, including those who have an Individualized Education Plan (IEP), 504 Plan, or Individualized Learning Plan (ILP), to take courses that meet state academic requirements. If a student with an IEP/504/ILP is enrolled in an Indiana Online course, it is the responsibility of the School of Record or homeschool parent/guardian to ensure all requirements of the Individuals with Disabilities Education Act, Section 504 and Title III are being met.

Since Indiana Online courses are aligned with state education standards, content cannot be modified, however, Indiana Online will provide the accommodations documented in the IEP/504/ILP. If there is an accommodation Indiana Online cannot provide, our staff will reach out to the School of Record to develop a plan for meeting the student's needs.

To see a list of various interventions and supports implemented, visit our Policy page on our website.