



# Indiana Agriculture & Technology School

## 2019-2020 Student Handbook

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## School Calendar and Schedule

Indiana Agriculture & Technology School will operate a balanced calendar with 188 official school days, with its offices open Monday through Friday, 8am to 4pm, except on national holidays or in the event of a weather catastrophe or other natural disaster, or as indicated on the school calendar posted on the school's website. The administrator, faculty, and staff may schedule appointments to work with or assist students before or after the regular hours, or on Saturdays, as needed. Every student will be provided with contact information for his or her Student Learning Advocates and the school's administrative personnel. This information will include phone numbers as well as email addresses. All personnel are required to return phone calls and emails in 24 hours or less, Monday through Friday. Students may access their courses at any time, 24 hours/day, 7 days/week, 365 days/year. All semester courses are designed to be completed within the academic calendar, with the student spending approximately 1 hour per subject per day. Students will be expected to be enrolled in a minimum of 5 courses per semester, which will total more than 940 hours of instructional time per 188 days.

Each day that a student is in attendance, the student will log into GENIUS to access his or her courses. The students are assigned login passwords and usernames by the Technology Director when the course selection is complete. Students are provided with extensive orientation by the school about accessing their courses, how to navigate the courses, submit assignments and assessments, and who and how to contact if they have a technical issue. The school recommends that a student spend an hour per day per subject, but the school day can be broken up to accommodate a student's needs. Logging into GENIUS automatically records attendance, time spent in the courses, grades, and any additional information needed by the school.

This data is housed in GENIUS, the Student Information System. According to data collected on current online schools throughout the country, middle school students typically spend 5.5-6.0 hours per day doing course work, again dividing their instructional day into 2 sessions. Historically, high school students have spent 6+ hours per day doing course work, and they tend to divide this into 1 short and 1 long session. Some high school students, with the assistance of their Student Learning Advocate, devise a block schedule for themselves, thus progressing through their course work at a different pace. Accurately documenting attendance is critically important for every school, but especially for virtual schools. Accurate and timely data is essential to the effective management of the school and for the state's required reports, as well as the documentation of a student's progress. Indiana Agriculture & Technology School will utilize the attendance policies developed by the school. Because of the diverse student population who may enroll in this school, the following exceptions to normal, regular attendance may be necessary:

1. ***Students who are ill:*** Students with chronic or acute illnesses (long-term), should notify their Student Learning Advocates of any special needs they have with regard to completing course work. The Student Learning Advocates may request that the attending physician write or email the school explaining the student's needs. The Student Learning Advocates will document those needs, and ensure that the student's record reflects this.

2. ***Students who are elite athletes:*** Students who compete in a sport that requires travel should notify their Student Learning Advocates of the schedule and provide them with documentation of the days when they will be traveling and/or competing. These students will be expected to remain on pace by completing course work on alternate days or before and after events.
3. ***Students who are performers:*** Students who are performers or musicians and need to travel or designate certain days when they cannot be in attendance should notify their Student Learning Advocates and provide them with documentation of the days when they will be traveling and/or performing. These students will be expected to remain on pace by completing course work on alternate days or before and after events.

## School Culture

The success of the educational model will ensure that this school's students will have access to the highest quality online curriculum, EDGENUITY, and the internationally acclaimed instructional practices that focus on the individualized learning needs of all students. Continuous communication between the school's faculty, administration, parents, and students will create an environment where all students have the support needed to achieve academic success.

Indiana Agriculture & Technology School will create, as the most important aspect of its mission and vision, a student-centered learning environment that places the student and his or her success and well-being at the center of all activities and efforts. Every student will be assigned to a Student Learning Advocate who will fill the roles of mentor, learning coach, and guidance counselor. The Student Learning Advocate will maintain a minimum of weekly contact with the student and his or her family, assist the student in choosing appropriate courses, monitor attendance and academic progress, and be available to meet with the student and family at their home or at one of the school's Student Support Centers within their area. This multi-layered approach to student support has documented results in increasing student achievement.

Student Learning Advocates, who are Indiana licensed teachers, spend their days reviewing attendance and grades for every student to whom they have been assigned and contacting the students and their families. Student Learning Advocates create a schedule for contact so that the parent and student are available for this weekly contact. During the call, the Student Learning Advocate will review the student's attendance and grades in each course, remind the student of upcoming state or school mandated tests, offer any assistance, remind families of field trips and other school activities, order new courses when needed, and provide supplemental programs when needed. If the student is participating in any supplemental programs, time will be spent reviewing exactly how the student is progressing and detailing specific goals and objectives. Student Learning Advocate must return all phone calls and emails in 24 hours or less. Student Learning Advocates may also meet with the student and his or her parents at their homes or one of the Student Support Centers to provide additional assistance to the student.

## Student Attendance

Classroom management and student discipline are unique in a virtual school. Key to the issue of classroom management is the documentation of attendance and course work. Students will need to become acclimated to the virtual school environment, and the role of the Student Learning Advocate is an important part of this, since the Student Learning Advocate is the student's first point of contact with the school and his or her resource for all academic issues. A process will be in place to deal with students who are not fulfilling their responsibility academically while a student at Indiana Agriculture & Technology School. This process is called Academic Review Status Policy which has a three-step process.

## Student Engagement Policy

Per IC 20-24-7-13, a student who fails to participate in courses may be withdrawn from enrollment with the school provided that the following has been followed:

1. Adequate notice of the withdrawal is provided to the parent and the student; and
2. An opportunity is provided, before the withdrawal of the student by the school, for the student or the parent to demonstrate that failure to participate in the course is due to an event that would be considered and excused absence under IC 20-33-2.

Our Academic Review Status policy provides the adequate process required for the Student Engagement Policy. See Academic Review Status Policy.

## Documentation of Attendance

Indiana Agriculture & Technology School will operate on a balance calendar (188 Instructional Days) with its offices open Monday through Friday, 8am to 4pm, except on national holidays or in the event of a weather catastrophe or other natural disaster. The administrator, faculty, and staff may schedule appointments to work with or assist students before or after the regular hours, or on Saturdays, as needed.

Each day that a student is in attendance, the student will log in to GENIUS to access his or her courses. The students are assigned login passwords and usernames by the Student Learning Advocate when the course selection is complete. Students are provided with extensive orientation by the Student Learning Advocate about accessing their courses, how to navigate the courses, submit assignments and assessments, and who and how to contact if they have a technical issue. Logging into GENIUS automatically records attendance, time spent in the courses, grades, and any additional information needed by the school. This data is housed in GENIUS, the Student Information System. Student Learning Advocates will take attendance daily for the prior day and will contact the family if the student is not shown as logged in. Students are required to be online for a **minimum of four (4) hours** to be counted as attended for that day.

## **Progress in Course Work**

Students' progress will be carefully monitored by the Student Learning Advocate assigned to that student, and this will be done daily. Each week the Student Learning Advocate will contact the student and parent/guardian to discuss the student's attendance and progress in all courses. Adjustments and suggestions for improvement will be discussed at this time. Students who are struggling academically or who have other problems may be contacted more frequently to best meet their needs.

## **Student Discipline**

Indiana Agriculture & Technology School is committed to providing a safe and orderly environment and protecting the health, safety, and welfare of all students. To that end, we expect our students, administration, faculty, and staff to support our vision of providing student-centered services in a professional and compassionate manner utilizing highly trained and committed staff to individualize educational strategies that will empower each student to succeed.

Indiana Agriculture & Technology School will create a positive discipline plan and learning environment to encourage appropriate student behavior. An added component to dealing with these students will be interventions such as guidance counseling sessions, Student Learning Advocate-parent-student meetings, both online and in person, and other interventions designed to identify the root problems and teach appropriate behaviors.

Although this school is a virtual school, because of the availability and frequency of interactions between students, their families, and school personnel, all students will be expected to conduct themselves appropriately while on school property, attending a school function or interacting with school personnel. Appropriate behavior includes, but is not limited to, language use, dress, and non-verbal communication, in compliance with all school policies. Indiana Agriculture & Technology School is dedicated to providing student centered services in a professional and compassionate manner utilizing highly trained and committed staff to individualize educational strategies that will empower each student to succeed. Thus, one of the most important undergirding principles is the creation of a learning environment based on respect for all. The following codes of conduct serve to promote and enforce this environment. The school will have a strict discipline policy for students who engage in fighting or other aggressive behavior as defined by the Indiana Department of Education. In addition, students who are disruptive or a danger to themselves or others will be dealt with immediately through suspension or dismissal. Administrators, faculty, and staff will receive training designed to prevent and minimize disruptive and aggressive student behavior. Students who are ESE will be disciplined according to the state and federal ESE guidelines and the behavior intervention plan prescribed in their Individual Education Plans. Students and parents are asked to sign the following agreements: Student Parent Contract, Acceptable Use of Technology Contract, and the Academic Honesty Policy Contract.

## **Anti-Harassment / Cyber-Bullying Policy**

Harassment, intimidation or bullying and acts of cyber-bullying for any reason, including but not limited to race, color, ancestry, religion, national origin, age, sex, sexual orientation, or disability in any form is strictly prohibited. Anyone whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Violators may also be referred to law enforcement officials.

The definition of “Cyber-bullying” is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual’s property; or
3. Has the effect of substantially disrupting the orderly operation of the course.

## **Academic Review Status Process**

### **FIRST ARS LETTER**

1. Student Learning Advocate notifies through the attendance list from Genesis that the first ARS letter is to be sent to the student and their parents. This letter is generated and mailed by the registrar from Indiana Agriculture & Technology School.
2. Indiana Agriculture & Technology School will indicate on the attendance list when the ARS letter has been mailed to the student.
3. Parent is to notify their Student Learning Advocate by a certain date that is written in the ARS letter that they have received the letter and have acknowledge that this is their first warning. Student Learning Advocate and student will work together to ensure that the student is following through and is accountable for their academic work.
4. If the student and parents do not contact their Student Learning Advocate by the posted date, a certified letter will be mailed from Indiana Agriculture & Technology School to let the student know that they have been officially withdrawn from Indiana Agriculture & Technology School for lack of academic performance.

## **SECOND ARS LETTER**

1. Student Learning Advocate notifies through the attendance list from Genesis that the second ARS letter is to be sent to the student and their parents due to the student recurring lack of academic work. This letter is generated and mailed by the registrar from Indiana Agriculture & Technology School. This letter indicates that the student and parents must have a conference call to put together an academic plan for the student.
2. Indiana Agriculture & Technology School will indicate on the attendance list when the ARS letter has been mailed to the student.
3. Parent is to notify their Student Learning Advocate by a certain date that is written in the ARS letter that they have received the letter and have acknowledge that this is their second warning. Student Learning Advocate and student will work together to ensure that the student is following through and is accountable for their academic work.
4. If the student and parents do not contact their Student Learning Advocate by the posted date, a certified letter will be mailed from Indiana Agriculture & Technology School to let the student know that they have been officially withdrawn from Indiana Agriculture & Technology School for lack of academic performance.

## **THIRD ARS LETTER**

1. Student Learning Advocate notifies through the attendance list from Genesis that the third ARS letter is to be sent to the student and their parents due to a continual lack of academic work by the student. This letter notifies that the student has continued not to do their academic work and are behind academically. This is the third and final step of the process for the student and is officially withdrawing them from Indiana Agriculture & Technology School. The letter is generated from the registrar of Indiana Agriculture & Technology School.
2. Indiana Agriculture & Technology School will indicate on the attendance list when the student has been officially withdrawn from Indiana Agriculture & Technology School.

## **Parent Involvement**

The Governance for Indiana Agriculture & Technology School has been structured to optimize open and direct communication between the Board and parents. Board Meetings will be open to the public and held to afford participation by as wide a spectrum of parents as possible. A School Advisory Council will be established, which will be comprised of parents, Student Learning Advocates, administration, select students, and local community members. The Advisory Council will work collaboratively with the Governing Board and school administration to offer recommendations for continual School improvement, fundraising and safety. Governing Board meetings will include a standing agenda item for a report from the Advisory Council and/or

comment opportunity for public comment. Additionally, an annual Parent/Student Satisfaction Survey will be administered in the interest of incorporating apparent satisfaction into the overall evaluation and success of the school.

Parent involvement is an important component for student success. Parents will be encouraged to attend “Parent Night” meetings which provide parents and guardians the opportunity to learn about the school, meet with administrators to discuss student progress and learn tips on how to support student learning and attendance. These will be held at specific locations throughout the state. Other parent involvement activities include volunteering during student field trips and activities, career fairs, and student graduation activities. As applicable, parents may share their career experience and expertise during a student career seminar. Effective communication and a positive relationship with parents will promote and encourage parent support and involvement in the school.

### **Process for Dissemination of Information**

Parents and community members will be informed about the development of the school via the school’s web site, blog, and various social media. Informational sessions will be scheduled at the various Student Support Centers. Parents and students will be informed of these sessions through our website and email messenger program.

### **Program to Encourage Parental Involvement**

The school will seek to actively involve parents as much as possible. Parents are encouraged and reminded of the role they play when their children are enrolled in an online learning environment:

#### **The Role of the Parent/Guardian**

1. Available to supervise the student while the student is completing his/her school work.
2. Contact should be maintained with your Student Learning Advocate or anytime you have a question.
3. Adhere to Indiana Agriculture & Technology School's attendance policies. Immediately inform your Student Learning Advocate of any illness or extended time away from your child’s studies.
4. Provide proper documentation to the GENIUS of any email address, phone number or residency changes.
5. Participate in universal screening and interventions, including but not limited to NWEA and all state-mandated testing. It is the responsibility of the parent to provide transportation to all on site, state-mandated testing.
6. Provide health records annually.
7. Notify your Student Learning Advocate if you have a technical issue that prohibits your child from completing school work based on their academic plan.
8. Liability for the school's equipment and materials is the responsibility of the parent.
9. Parents will be encouraged to participate in field trips, informational sessions, and all student activities.
10. Parents will also be invited to become a part of the School Advisory Committee.

## **Safety and Security**

Indiana Agriculture & Technology School is committed to providing a safe and orderly environment and protecting the health, safety, and welfare of all students. To that end, the school expects students, administration, faculty, and staff to support the vision of providing student-centered services in a professional and compassionate manner utilizing highly trained and committed staff to individualize educational strategies that will empower each student to succeed.

## **Student Acceptable Use of Technology Policy**

All students and parents will be required to sign the Acceptable Use of Technology Policy as a part of the enrollment process. As students and their families choose to use their own computers, they must still sign and abide by this policy.

### **Acceptable Use of Technology Policy**

Students are responsible for appropriate behavior on the school's computer, just as they would be in a brick and mortar classroom or at a school event. Communications on the Internet are often public in nature.

Students are personally responsible for their actions in accessing and utilizing the school's computer resources.

Students are advised never to access, keep, or send anything they would not want their parents or Student Learning Advocates to see. Regarding privacy, computer storage areas may be treated like "traditional" school lockers. The school will supply each student with an e-mail account that will be stored and maintained on the school e-mail server.

School administrators reserve the right to monitor any student e-mail communication that passes through school e-mail servers. Administrators may review communications files to maintain system integrity. This will insure that students are using the computer system responsibly.

Students should not use profane, abusive, or impolite language when communicating online. Students should not access any materials that are in violation of school rules and policies. If students encounter such material by accident, they should report it to their parents/guardians immediately who should then contact the school with this information.

### **Usernames and Passwords**

Students must use their own usernames and passwords. Sharing usernames and passwords is strictly prohibited. Students may not use another person's account. Students are responsible for making sure their passwords are private and secure. Students should not publicly share their own

personal contact information, or anyone else's, without express written permission. Unauthorized access to the school's web site, servers, and systems is strictly prohibited.

**The school expects students to observe the following rules of online behavior:**

- Students will only access the Internet for educational purposes
- Students will restrict their access to material deemed appropriate by staff and parents
- Students will use appropriate conduct toward others
- Students will observe and respect license and copyright agreements
- Students will keep passwords and personal information confidential. (Student names, telephone numbers, and addresses should not be revealed over the Internet)

**The following types of access are inappropriate uses:**

- Accessing profane or obscene material, material suggesting illegal acts and material advocating violence or discrimination
- Using the access for illegal acts
- Attempts to access any resources that are restricted, confidential or privileged
- Posting chain letters
- Internet Relay Chat, news groups, or mailing list participation unless directed and supervised by a staff member for a classroom assignment
- Granting Internet or network access to unauthorized persons intentionally or unintentionally, or failing to notify a Student Learning Advocate or administrator if you suspect someone of using your password
- Posting personal contact information
- Agreeing to meet someone met online without parental approval and under the supervision of a Student Learning Advocate or authorized adult
- Attempts to disrupt access
- Causing damage to, or changing function, operation or design of, the technology
- Using obscene, profane, lewd, vulgar, rude, inflammatory or threatening language
- Harassing another person
- Posting false or defamatory information
- Plagiarizing information found on the Internet
- Disregarding the rights of copyright owners on the Internet
- Posting web pages without the consent of a Student Learning Advocate or authorized adult
- Buying or selling any products or services

In the instance where a loaner or other computer is provided by the school:

Every school-issued computer is pre-installed with an Internet content filter pursuant to federal regulations. The filter is not to be removed because it blocks access to sites deemed inappropriate, as well as sites that have no educational value. Social networking sites, pornography, gambling,

and proxy sites are blocked through the filter. Use of instant messenger applications is not permitted on school issued computers and is also blocked.

Most web-based e-mail sites are blocked, as these sites have instant messenger functions built into them. These sites include Yahoo Mail, Gmail, Hotmail, and AOL Mail. The school provides student e-mail accounts. These accounts are the only e-mail accounts needed to communicate with Student Learning Advocates, Instructional Supervisors and any other staff.

Parents must monitor their children's compliance with these standards. Students who violate these standards may face a loss the loss of school-owned computer equipment, other disciplinary measures and/or legal action.

## **Technology Specifications and Requirements**

All students will be expected to start school with an acceptable laptop, smart device or tablet capable of accessing and utilizing the curriculum. The following minimal requirements are required. (See Edgenuity Minimum System Requirements)

Students will have access to technical support from 8-8, M-F. Students may contact the tech support help desk via email or by phone. A chat feature will be provided. All calls will be returned in 24hrs.

## **Plagiarism and Academic Honesty**

Indiana Agriculture & Technology School maintains a positive learning environment for all students, faculty and staff. Students are expected to respect one another, have academic integrity, and submit work that is their own. Students are required to conduct themselves honestly at all times. Students are responsible for understanding what behavior constitutes plagiarism and cheating, and properly crediting sources when submitting work.

ACCORDING TO THE MERRIAM-WEBSTER DICTIONARY, TO "PLAGIARIZE" MEANS

- to steal and pass off (the ideas or words of another) as one's own,
- to use (another's production) without crediting the source,
- to commit literary theft, or
- to present as new and original an idea or product derived from an existing source.

### **Consequences for Plagiarism**

If plagiarism occurs student must re-submit the assignment containing original work with proper citation.

#### Minor Infraction:

1. If the student does not re-submit the assignment in a timely fashion determined by the teacher, the student will receive a "0" on that assignment.

2. If this is the first time the student has plagiarized, and the infraction is minor, i.e. failure to include quotes or a specific citation to a reference, or inadvertent collaboration between students in the same locale, the student may receive up to 90% credit on the assignment based on the quality of the work. This assumes the student resubmits the work in a timely fashion.
3. A second minor infraction will result in the student being able to receive up to 50% credit on the assignment based on the quality of the work. This assumes the student resubmits the work in a timely fashion.

#### Major Infraction:

1. For a first-time serious infraction, i.e. copying entire bodies of work from another student and presenting it as their own, hiring a student to complete work, using or sharing answer keys, etc. the student may be able to receive up to 50% credit on the assignment based on the quality of their work, assuming the student resubmits the work in a timely fashion, as indicated by their teacher.
2. Additional serious infractions or subsequent minor infractions will result in the student earning a grade of zero (0) for the assignment. In addition, in cases involving repeat, serious infractions, the student may be removed from the course with a failing grade. Extreme cases may result in dismissal from Indiana Agriculture & Technology School.

### **Anti-Discrimination Policy**

No student will be excluded from participation in the Indiana Agriculture & Technology School on the basis of race, color, religion, gender, gender identity, nation of origin, or disability. Students applying to Indiana Agriculture & Technology School will be admitted based on academic record, potential for success in an online learning environment, and adequacy of support network for the student who will be working in the home environment.

### **Section 504 of the Rehabilitation Act of 1973**

The Indiana Agriculture & Technology School, under Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. Indiana Agriculture & Technology School has the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school, he/she has the right to a hearing. If there are questions, please feel free to contact the Executive Director of the school.

## Family Educational Rights and Privacy Act

Under the provisions of the Family Educational Rights and Privacy Act of 1974, parents of currently enrolled students under the age of 18 have the right to:

1. Inspect and review their student's educational records;
2. Request the amendment of their student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to the disclosure of personally identifiable information contained in their student's educational records, except to the extent that this act and its regulations authorize disclosure without consent;
4. File with the U.S. Department of Education a complaint under the provisions of the Act concerning alleged failures by the district to comply with the requirements of the Act; in accordance with state and federal privacy laws, students who attain the age of 18 may transfer certain rights related to their academic records.

No member of Indiana Agriculture & Technology School is authorized to release student information without the written permission of the student's parent or legal guardian. Names and images of Indiana Agriculture & Technology School students will not be published in print, video/film, or on our public website without written student and guardian consent.

## Edgenuity Minimum System Requirements

Operating Systems <sup>1</sup>		Browsers <sup>2</sup>	
Android™ 4.3	Windows® 7	Google™ Chrome™ 35+	
Apple iOS 7.x	Windows 8	Firefox® 45+	
Mac® OS® X 10.7.5+	Windows Vista™	Internet Explorer 11	
Chrome™ OS 35	Windows 10	Microsoft Edge	
	Windows RT	Safari® 6.0+ (Requires 10.7.5+)	
Processor		Network / Speed Connection <sup>3</sup>	
<b>PC:</b> 2.33GHz AMD® -or- Intel® Core™ Duo 1.83 GHz <b>Mac:</b> Intel Core Duo 1.33 GHz		LAN 100/1000 switched to desktop Internet access 384 kbps per concurrent user	
Memory & Hard Disk Space		Sound <sup>4</sup>	
2 GB RAM 1 GB available disk space for browser cache		OS supported sound card Speakers or headsets (recommended)	
Display		Plug-Ins <sup>5</sup>	
1280 x 1024 resolution 16-bit color 128 MB graphics memory		Adobe® Flash® Player 18+ Java® 1.8+ Adobe Acrobat® Reader® 11+	

### Example Mobile Devices <sup>6</sup>

**Android:**

Google Pixel C Samsung™  
Galaxy Tab® 3  
Dell Venue 10 7000

**Chromebook:**

Acer® Chromebook 15 C910  
Dell™ Chromebook 11  
Chromebook Pixel

**iPad:**

iPad 4  
iPad mini™

**PLEASE NOTE:**

- The Android operating system is supported by Edgenuity, but the Android browser is not. Android users should download and only use the Chrome browser to access Edgenuity.  
Windows based tablets and the Windows RT operating system is fully supported by Edgenuity when using Edgenuity 3000+ series courses.
- Chrome browser versions 42 or later may not allow functionality for some plug-ins.  
Internet Explorer 9 – 10 is no longer supported after June, 2016.
- A slow Internet connection will affect the performance of multimedia elements found in the Edgenuity courses.
- Students will need access to audio capabilities including speakers and/or headsets.
- All instructional computer stations will need sufficient network-user permissions to ensure full functionality when using certain plug-in applications.  
Adobe Flash may be required when using courses containing Chem Labs and PowerSpeak.  
Java is required for Districts using the Secure Station feature.
- Example devices listed above have been tested to be functional when using Edgenuity. Other Chromebook devices not listed may be used providing they meet the minimum requirements. Smart phone and smart watch use is not supported by Edgenuity.  
Smart phone and smart watch devices are not supported by Edgenuity.