* **Courseware: Appropriate Use**

Credit retrieval/repair through the Edmentum Courseware system is based upon a student’s comprehension of standards through tutorials, activities, mastery tests, and unit post-tests. The standards are scaffolded to ensure that all students are learning the material in order to build the skills to be successful in the subsequent lesson. Pre-tests assess what standards students are already knowledgeable on so that they may not have to be assessed on those standards in later lessons.

For this reason, **it is of the utmost importance that all students use the Courseware program with fidelity and honesty.** The following rules must be adhered to in order to receive credit in any subject:

* + Pre-Tests, Mastery Tests, and Post-Tests must be taken on campus under the direct supervision of a Courseware instructor.
  + Students must take notes on activities and tutorials in order to comprehend the material.
  + Students are not allowed, in any circumstance, to use the internet in order to look up specific questions or answers on tests.
  + Should a student need additional help/practice, they are to ask a Courseware instructor.

Should any student be caught cheating on Courseware, the following disciplinary actions will occur:

* + The program will be closed out and a warning message will be sent to the student.
  + The lesson/tutorial that the student used a cheat on will be marked as ‘0’
  + Teacher/student conference and parent phone call
  + Academic referral to the front office.