



## Academic Dishonesty Policy

### Academic Dishonesty

Academic dishonesty includes distributing assignments, examination or testing materials that were not sanctioned to be shared or distributed. Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs or other projects by copying, rephrasing or reorganizing are considered forms of plagiarism. It is important that students learn to give credit where credit is due and not to pass off anyone else's work as their own. Students must learn to give adequate referencing documentation when presenting work from another source.

Teachers are entrusted with the responsibility of educating students on the ethical use of information and creative works. Students must understand the importance of honesty in both the academic and business world. Teachers will clearly inform students of their specific rules and consequences regarding this type of dishonesty. Students who plagiarize or act with academic dishonesty may be subject to a disciplinary consequences; the assignment may be deemed ineligible; and depending on the level of plagiarism or academic dishonesty, the students will need to prove that they are able to provide evidence that they can meet learning outcomes on their own merits. Parents, teachers, administrators and counselors will be notified depending on the severity and/or continuation of this type of behavioral misconduct.

### Examples of plagiarism and dishonesty:

- Failing to cite with quotation marks the written words or symbols of a source or author
- Copying or paraphrasing words, ideas, or graphics from any source without acknowledgement
- Failing to cite the source of words, ideas, etc., which are quoted, paraphrased, or summarized in a student's oral, written or creative work
- Intentional or unauthorized falsification or invention of any information or citation in an academic endeavor
- Information obtained from reading or research that is not common knowledge should be acknowledged. Examples of common knowledge might include names of leaders of prominent nations, basic scientific laws, etc.
- Presenting someone else's written work (a published author's or another student's) as your own. Unless otherwise specified by the teacher, all assignments are intended to be completed independently
- Substituting words or rearranging phrasing of a passage without indicating that changes have been made
- Rearranging the order of sentences or ideas from the original passage and presenting it as your own
- Use of electronics to record secure materials for any reason, including:
  - personal use
  - distribution