

# Lago Vista High School

## ACADEMIC INTEGRITY POLICY:

Lago Vista High School values academic integrity and does not permit any forms of dishonesty or deception that unfairly, improperly, or illegally enhances a grade on an individual assignment, test, or course grade.

The following is a list of behaviors that constitute academic dishonesty.

We are aware, however, that new forms of cheating, plagiarism, and other forms of dishonesty may arise, and therefore, we expect every student to interpret the requirements of academic honesty and integrity broadly and in good faith. **If you have any doubt as to whether a particular act constitutes academic dishonesty, ask the teacher before you do it!**

### Academic dishonestly includes, but is not limited to, the following:

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| <b>CHEATING:</b> acting dishonestly or unfairly in order to gain an advantage.  | <b>PLAGIARISM:</b> representing another's work as your own or stealing the thoughts and/or ideas of others.   |
| <p><b>What is CHEATING?</b></p> <ul style="list-style-type: none"> <li>• Copying work or answers from another student.</li> <li>• Letting other students copy work or answers from you.</li> <li>• Sharing work or answers (in person or electronically) with other students without teacher permission.</li> <li>• Emailing or messaging assignments or answers to other students.</li> <li>• Using emailed or messaged assignments or answers received from other students.</li> <li>• Sending pictures or screen shots of assignments or answers to other students.</li> <li>• Using pictures or screen shots of assignments or answers you received from other students.</li> <li>• Submitting another person's work (student, parent, sibling, etc.) as your own (either partially or fully).</li> <li>• Stealing, borrowing, or copying another student's assignment, homework, essay, project, or test.</li> <li>• Stealing and/or accepting test answers and/or keys.</li> <li>• Changing answers on an already graded assignment or test and resubmitting it without teacher permission.</li> <li>• Changing grades in a teacher's possession.</li> <li>• Falsifying information on assignments and tests.</li> <li>• Copying from online sources, utilizing professional help, or purchasing a service on assignments or tests.</li> <li>• Dividing up questions or sharing the workload on assignments and tests with someone else when you are supposed to complete work individually.</li> </ul> | <p><b>What is PLAGIARISM?</b></p> <ul style="list-style-type: none"> <li>• Turning in someone else's work as your own.</li> <li>• Turning in work partially completed by someone else (student, parent, sibling, etc.) as your own.</li> <li>• Copying words or ideas from someone else without giving proper credit or citing sources correctly.</li> <li>• Turning in an essay with text copied from a web site, Internet source, print publication, or any other copyrighted material without proper citation.</li> <li>• Paraphrasing ideas without proper citation.</li> <li>• Failing to put a direct quote in quotation marks.</li> <li>• Giving incorrect information about the source of a quotation or falsifying a source.</li> <li>• Changing words but copying the phrasing, sentence structure, or paragraph structure of a source.</li> <li>• Copying so many words or ideas from a source that it makes up the majority of the work, even if you give credit or cite properly, this is still plagiarism.</li> <li>• Failing to attribute authorship inside the text of a paper.</li> <li>• Failing to cite materials used for research in work.</li> <li>• Failing to name a person quoted in an oral report.</li> <li>• Failing to cite an author whose works are paraphrased or summarized in an oral report.</li> <li>• Presenting another person's thoughts or ideas as one's own in any way, shape or form for any type of assignment or project, including multi-media presentations, or other alternative work documents.</li> </ul> |
| <b>COLLUSION:</b> working with another person for credit without the teacher's permission.  | <b>OTHER</b>  |
| <p><b>What is COLLUSION?</b></p> <ul style="list-style-type: none"> <li>• Working with anyone else to complete assignments meant to be completed independently.</li> <li>• Collaborating with another person to commit an academic integrity violation.</li> </ul>  | <ul style="list-style-type: none"> <li>• Deceiving a teacher or making up a false reason or excuse to get special consideration or an extension on an assignment or test.</li> <li>• Failing to promptly stop work on an assignment or test when the allocated time has ended.</li> </ul>   |

## EXAMPLES OF ACADEMIC DISHONESTY

### CHEATING

Gina missed several days of school because she was sick at home with the flu. She fell behind in her English class and needs to catch up on several assignments. Feeling overwhelmed, she asks to see another student's work that had already been graded and passed back to that student, even though assignments are supposed to be completed and submitted individually. Both Gina and her friend are guilty of cheating because she copied another student's work without the teacher's permission.

### PLAGIARISM

Rafael is struggling to balance his participation in sports, a part-time job, and his schoolwork. When he realizes he has an assignment due the next day for his English class, he panics and goes online for help. He copies text from a document he found in a quick online search to get the paper started, and then he writes the rest of it on his own. By copying text from online sources and presenting the material as his own work, Rafael is guilty of plagiarism.

### COLLUSION

Beth and Tyler often study together for their English class. One day, they decide to split the work on a homework assignment that was meant to be completed individually. Beth answers half of the questions and Tyler answers the other half. They share their two parts and copy each other's answers before turning in the assignment. Beth and Tyler are both guilty of collusion because they did not work independently to complete the assignment.

## WAYS TO AVOID ACADEMIC DISHONESTY

- Maintain your academic integrity by choosing not to engage in cheating, plagiarism, collusion, and/or other academically dishonest behavior. Encourage your peers and classmates to maintain their own academic integrity to foster a supportive classroom environment. Report incidences of academic dishonesty to your teacher. Remember, academic dishonesty affects everyone because students are receiving grades and credit that they did not earn.
- When quoting sources directly and/or paraphrasing, you must provide a full citation for the original source material. Most cases of plagiarism can be avoided by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent many incidences of accidental plagiarism. When in doubt, always cite the source. If you do not recall the source, omit that material. Do not purposefully falsify or make up incorrect sources.
- Keep up-to-date with your work. Plan ahead so that you will be adequately prepared to meet expectations and deadlines. Since desperation often clouds judgment and leads to poor decision-making, avoid waiting until the last minute to complete assignments or study for tests. Always assume that you are expected to complete assignments independently unless your teacher explicitly and clearly states otherwise.
- A lack of awareness does not excuse cheating, plagiarism, collusion, and/or other academically dishonest behavior. Pay attention and read all directions and instructions carefully. If you are not sure if a situation constitutes academic dishonesty, seek clarification from your teacher immediately.
- Do not rely on other students for information about academic integrity. Since many students misunderstand or are confused about what academic dishonesty looks like, they may unknowingly give you incorrect information. For example, if you are not sure, ask your teacher to what extent working together on an assignment is allowed, if at all. Know exactly where the line is and do not cross it.
- Remember, since your teacher sets the academic integrity policy for his or her classroom, only he or she can make adjustments to the rules or standards. If you have a unique or special circumstance that might warrant an exception of some kind, speak to the teacher directly and get his or her permission in writing.

## CONSEQUENCES OF ACADEMIC DISHONESTY

The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students. Violations may be escalated to administration for disciplinary action.

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the LVISD Student Code of Conduct, Discipline Matrix, and/or classroom policy.

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Please detach this page, sign, and return to the teacher. Please keep the above information for your reference.

## **Academic Integrity Policy: Signature Page**

By signing this page, I acknowledge that I have read and understand the contents of the Academic Integrity Policy.

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Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_