

Academic Honesty

The Board of Education seeks to promote personal and academic integrity in all members of the school community. The Board considers cheating and plagiarism of all types as well as disregard for copyright law and fair use guidelines to be violations of this policy and subject to consequences.

Teachers at all grade levels shall make students aware of what cheating is, how it undermines the learning process and breaches principles of ethics that the District places in high regard, and the punishments for it. They shall also structure tests and assignments so as to minimize the opportunity for student cheating or plagiarism.

The possession or use of a cellular telephone, video recording device, personal digital assistant (PDA) or any other electronic device to cheat is considered a violation of the academic honesty policy and the student code of conduct and is subject to consequences.

I. Definitions

1. **Cheating** is defined as, but not limited to:

- a. Lending and/or copying or attempting to copy from another student's homework, quiz, test, essay, lab report, project, assignment, etc.
- b. Accessing information for the completion of assessments through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students.
- c. Attempting to obtain/attainment of test questions and/or copies of tests outside the classroom setting.
- d. Altering or interfering with grading (forging signatures, changing, or inserting answers on work after grading).
- e. Allowing another student to copy answers during a test situation or verbally disclosing answers to another student.
- f. Collaborating with other students on an assignment in direct violation of teacher's instructions.
- g. Using books and electronic information in generating an assignment or during an assessment in direct violation of teacher's instructions.

2. **Plagiarism** is defined as, but not limited to:

- a. Copying material from the source, including the internet, without citing the source, or citing the source but omitting quotation marks.
- b. Paraphrasing the source without proper citation.
- c. Failure to cite correct page numbers.
- d. Copying stories, in whole or part, which appear in books, magazines, television, or video.
- e. Copying directly, without making any changes, alterations or adaptations from a drawing, painting, illustration, photographic/digital image, or graphic symbol without citing the source.

STUDENTS

5121.3(b)

- f. Submitting papers written in whole or part by someone else, including the Internet.
- g. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own.
- h. Submitting a paper purchased from a research or term paper service, including, but not limited to, the Internet.

II. Range of Consequences

- 1. Consequences for **Cheating** and **Plagiarism** includes, but is not limited to:
 - a. A grade reduction on the assignment in question.
 - b. A grade of zero (0) for the assignment in question.
 - c. A report shall be made to the principal who will determine the loss of participation in school-related activities both on and off school grounds.
 - d. For subsequent occurrence in any course, the student may be removed from the course and loss of credit.
 - e. In unusual situations, school administration reserves the right to administer alternate consequences beyond the identified range.

Legal Reference: Connecticut General Statutes § 10-221

Policy adopted: June 10, 2009
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