

Lincoln Southeast High School

Academic Integrity is a principal value at Lincoln Southeast High School, and honest authorship is a demonstration of that integrity. Ethical writers make every effort to acknowledge sources fully and appropriately.

Academic Integrity Procedures

Dishonest authorship, known as plagiarism, is a form of cheating and a form of either lying or stealing or both. As a result:

1. Students will receive due process. The teacher has a private conversation with the student to explain what s/he observed and to get the student's perspective about what the student did. The teacher uses professional judgment to determine if s/he believes the student was cheating. If the teacher determines the student was cheating, the teacher must write a discipline referral.
2. Teacher calls and informs parents/guardians.
3. Administrator will meet with the student to process the referral.
4. Administrator will assign ISS or after school detention.
5. Student will be expected to complete an alternative assignment / form of the assessment, for full credit minus a letter grade, at a time decided upon by the teacher or administrator. In addition, the student will complete the "Cheating/Plagiarism Assignment and Goal Setting" worksheet and review the responses to the questions with an administrator.
6. In the case of multiple events, additional and more severe consequences will follow (i.e. possible exclusion from the academic honors, NHS, etc.)

Definitions:

Cheating – Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

Plagiarism – Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

Fabrication – Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in and out of classroom experiences.

Forgery – Forgery is the imitating or counterfeiting of images, documents, signatures, and the like.

Obstruction – Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

Multiple Submission – Multiple submission is the submission of the same or substantially the same work for credit in two or more courses. Multiple submission shall include the use of any prior academic effort previously submitted for academic credit at this or a different school. Multiple submission shall not include those situations where the prior written approval by the instructor in the current course is given to the student to use a prior academic work or endeavor.

Complicity – Complicity is assisting or attempting to assist another person in any act of academic dishonesty.

Computer Misuse – Misuse of computers is disruptive, unethical, or illegal use of the school's computer resources, including any actions which violate the school's rules and regulations. Misuse of computers also includes disruptive, unethical, or illegal use of the computers of another school or agency in which students are performing part of their academic program.

Misuse of Intellectual Property – Misuse of intellectual property is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.