

Science Department Guidelines on Academic Integrity

Instructions:

The Science Department takes Academic Integrity very seriously. Please read the Academic Integrity Agreement in its entirety, before submitting the "A.I. Agreement" (w/ Contact Update) Survey, which can be found directly underneath this lesson in the menu tree – below the course home tab in your class.

Academic Integrity Agreement

1. Go to Doc Sharing
2. Download the **Science Department Guidelines on Academic Integrity**.
3. Read the Academic Integrity (AI) information contained (pages 2 & 3). I expect for you as well as your Learning Coach to read the document and contact ME if you have ANY questions about this assignment.
4. Both you and your Learning Coach need to "**sign**" the "A.I. Agreement" (w/ Contact Update) Survey by marking your name and that you have read and understand the AI information.
5. There is a **Plagiarism Summary** (page 4) that you will also need to review.
6. Save this document on your computer for future reference.

Academic Integrity Information

Assessments, such as quizzes, and tests, are a critical part of any academic program. They offer important information about your progress toward mastery. But this information is helpful only if it is accurate. And it can be accurate only if the assessment represents your work and *only* your work.

Unless otherwise instructed by your teacher or by a specific assessment, you are expected to honor the following principles while taking assessments:

- You and you alone will take the assessment.
- You will not copy or redistribute any part of the assessment in any way—electronically, verbally, or on paper.
- You will treat the assessment as "closed book"—meaning that you may not use any textbooks, references, or other materials (printed or electronic) during the assessment—unless your teacher or the specific assessment otherwise instructs (for example, you are specifically told to refer to certain pages in a book as part of the assessment).
- You will treat the assessment as "single browser"—meaning that during the assessment you may not log in a second time to your course, or open your course or related materials on another browser on another computer.
- Your answers will represent your work and *only* your work, free of any outside assistance. You will not plagiarize in any way.
- You will not confer with other students, family members, or acquaintances, either in person or through electronic communication, during the assessment.

You will be asked to submit written assignments for teachers to grade. Your written work must be completely free of plagiarism. Plagiarism is copying another person's work without providing direct reference to the author, original print material, or website. Put simply, always give credit where it is due. Be sure to ask your teacher if you have questions regarding citing sources. Schools have Web tools available to check for student plagiarism.

You may also be asked to submit oral assignments for teachers to grade. Your oral work must be completely free of plagiarism. Plagiarism in such assignments includes copying another person's work without providing direct reference to the author, having another person provide your recording, and so on. Be sure to ask your teacher if you have questions regarding citing, or using other sources.

Unless your teacher or specific directions inform you of exceptions, you are expected to follow these principles while taking assessments and completing written or oral assignments. Only by honoring these principles can you assure both academic and personal integrity.

See Next Page for Consequences and Signatures.

Consequences of Violating Academic Integrity Standards

First Offense

- K-mail and phone call to student explaining why action/submission was a violation of Academic Integrity Standards; k-mail and/or phone call to parent.
- Zero on portion of assignment with cheating/plagiarism
- Student reviews Academic Integrity Statements and recording.
- Student signs document acknowledging understanding of reasons action/submission constitutes a violation of Academic Integrity and submits to teacher by k-mail.
- Offense is documented in Student Record.

Second Offense

- K-mail and follow-up phone call to learning coach/parent
- Zero on entire assignment
- Offense is documented in Student Record

Third Offense

- Meeting (in ClassConnect or live as appropriate) between student, learning coach/parent, teacher, principal/Department Chair, and counselor.
- Zero on assignment, possible zero for semester
- All student's teachers to be notified of cheating/plagiarism
- Offense and meeting notes documented in Student Record

Fourth Offense

- Possible failure of course for the semester
- Other disciplinary action as deemed appropriate by teacher/principal
- Offense is document in Student Record

Statement of Personal Responsibility for Academic Integrity: As a student at the Ohio Virtual Academy (OHVA) and as part of the greater online learning community, I accept responsibility for my personal and academic integrity by agreeing to the guidelines described in the "Academic Integrity" document above. I have read and understand those actions constituting cheating/plagiarism and the consequences resulting from violations of the Academic Integrity policy. My signature represents my acceptance and understanding of the academic integrity standards of OHVA.

Student Signature: _____ **Date:** _____ **(You will fill out survey for your signature)**

Statement of Parent Understanding of Academic Integrity: As the parent of an OHVA student, I understand the personal and academic integrity guidelines and consequences described in the "Academic Integrity" document above. I have read and understand those actions constituting cheating/plagiarism and the consequences to which my student will be held accountable in the event violations of the Academic Integrity policy occur. My signature represents my understanding and acceptance of the Academic Integrity Standards of OHVA for which my student will be held accountable.

Parent Signature: _____ **Date:** _____ **(You will fill out survey for your signature)**

Science Department Plagiarism Summary

| Is it okay to do this? | Test | Lab report | Discussion | Other teacher graded assignments |
|--|------|---|------------|----------------------------------|
| Cut and paste from website, <i>no citations</i> | NO | NO | NO | NO |
| Cut and paste from website <i>with citation</i> | NO | YES | YES | YES |
| Cut and paste from online lessons, <i>no citations</i> | NO | NO | NO | NO |
| Cut and paste from online lessons <i>with citation</i> | NO | YES | YES | YES |
| Use exact same words as another source without cut and paste, <i>no citation</i> | NO | NO | NO | NO |
| Use exact same words as another source without cut and paste, <i>with citation</i> | NO | YES | YES | YES |
| Work with someone else and use the exact same answers | NO | Data and graph – YES Answers to questions – NO | NO | NO |
| Ask your mentor to help you answer a question | NO | YES | YES | YES |

Answers to worksheet questions : 1. no, 2. no, 3. yes, 4. no, 5. yes, 6. no, 7. no, 8. yes, 9. yes, 10. yes

***Citation means you tell where you got the information. This can be a formal citation (author, date) like in an essay or informal (just specify the website or who said it) like in a discussion.

Consequences of plagiarism:

1st offense – kmail to student and parent, zero on that portion of assignment

2nd offense – phone call to parent, zero on entire assignment

3rd offense – meeting with parent, teacher, counselor, and principal (or department chair), possible zero for the semester, notify all of the student's other teachers

4th offense – definite zero for the semester in that course

***Each step will be documented in student's records which are available to all teachers (Totalview).