

Chinook High School

Academic Misconduct / Malpractice Guidelines, Expectations and Consequences

It is important that the work students are credited for at Chinook High School is indeed their own work and has been created under acceptable conditions with the use of appropriate resources. With this basic principle in mind, the following is intended to provide all high school students with the information needed to ensure they do not engage in activities that bring into question their academic integrity.

Violations and Consequences:

When a student at Chinook High School is initially involved in Academic Misconduct / Malpractice the student will be awarded a reduction in marks until academically honest work is completed.

All issues of student misconduct will be noted by the school and parents will be contacted and informed of the situation.

Repeated* academic misconduct / malpractice violations by a student will result in academic / disciplinary measures that may include, but are not limited to: reduction in marks awarded, removal from the course(s) in which the violation(s) occurred or a recommendation for expulsion from Chinook High School to the Trustees of Lethbridge School District #51.

Issues of academic misconduct / malpractice involving an *Advanced Placement* student could result in academic / disciplinary measures noted above and could also result in a student being removed from the Advanced Placement Program.

* It is important to note that investigation into a student's initial incident of academic misconduct / malpractice may lead to school officials becoming aware of additional incidents of academic misconduct / malpractice. In such a situation, the student will be considered a repeat violator.

Electronic Devices and Testing Situations:

Alberta Education Policy states: *Students may not bring any headsets, digital audio players, cell phones, pagers, or other electronic devices into the examination room. No hand-held electronic dictionaries and no electronic or paper templates and/or graphic organizers are allowed. Students may not bring prohibited calculator materials into the examination room.*

All testing situations at Chinook High School will follow the Alberta Education Policy with respect to the use of electronic devices. Cell phones, digital cameras, personal digital assistants (PDAs), Smartphones, Bluetooth enabled devices, MP3 players, email/messaging devices, and any other electronic or communication devices are not allowed in the possession of students while in the act of completing any form of testing at

Chinook High School. Approved calculators will be allowed but calculator applications on electronic devices will not be acceptable. Violations will result in a removal of the test mark until academically honest work can be completed. In some cases, circumstances may warrant a permanent removal of marks without opportunity to produce academically honest work.

Testing Misconduct / Malpractice:

If you engage in misconduct / malpractice during a testing situation at Chinook High School you will be subject to the consequences mentioned earlier in this document.

Testing misconduct / malpractice includes:

- Obtaining improper access to the exam, or a part of the exam, or information about the exam.
- Violating the expectations regarding electronic devices and testing situations outlined earlier in this document.
- Referring to, looking through or working on any exam, or exam section, other than during the timed testing period for that exam or exam section.
- Using any prohibited aids.
- Leaving the testing room without permission.
- Attempting to remove from the testing room any part of the exam or any notes related to the exam.
- Copying from another student's work or a published work.
- Attempting to give or receive assistance, or otherwise communicate, through any means, with another person about the exam during the exam administration.
- Attempting to take the exam for someone else.
- Creating a disturbance.
- Using testing accommodations that have not been preapproved.

(Adapted from "AP Bulletin for AP Students and Parents 2011-2012")

What is Academic Integrity?

Rutgers University states that **Academic Integrity** is not unlike a professional code of ethics for students. In its simplest form it means that you do not cheat on exams, do not do someone else's work, give credit to those who originated the ideas and thoughts you incorporate into your own work, and do not falsify data or what someone else said or wrote.

The International Baccalaureate Organization states that **Academic Honesty** occurs when an authentic piece of work is based on the student's individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignment, written or oral, completed by a student for assessment must wholly and authentically use that student's own language and expression. Where sources are referred to, whether in the form of direct quotations or paraphrase, such sources must be fully and appropriately acknowledged.

Northwestern University suggests “**Eight Cardinal Rules of Academic Integrity**”. These principles serve as an excellent guide.

1. **Know Your Rights:** Do not let other students in your class diminish the value of your achievement by taking unfair advantage. Report any academic dishonesty you see or believe has occurred.
2. **Acknowledge Your Sources.** Whenever you use words or ideas that are not your own when writing a paper, use quotation marks where appropriate and cite your source in a footnote, and back it up at the end with a list of sources cited.
3. **Protect Your Work.** In examinations, do not allow your neighbors to see what you have written; you are the only one who should receive credit for what you know.
4. **Avoid Suspicion.** Do not put yourself in a position where you can be suspected of having copied another person's work, or of having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine your teacher's confidence in your work.
5. **Do Your Own Work:** The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education, and may lead to serious penalties against you.
6. **Never Falsify a Record or permit another person to do so:** Academic records are regularly audited, and students whose grades have been altered put their entire transcript at risk.
7. **Never Fabricate data, citations, or experimental results:** Many professional careers have ended in disgrace, even years after the fabrication first took place.
8. **Always Tell the Truth when discussing your work with your instructor:** Any attempt to deceive may destroy the relationship between teacher and student.

Rutgers University's "Policy on Academic Integrity for Undergraduate and Graduate Students" provides the following definitions:

1. ***Cheating***: the use of inappropriate and unacknowledged materials, information, or study aids in any academic exercise. The use of books, notes, calculators and may be acceptable in some classes but forbidden in others. It is the student's responsibility to follow the rules of the class and to ask the teacher if they have any questions. The use of inappropriate and unacknowledged materials, information, or study aids constitutes cheating.

Similarly, students must not request others (including commercial term paper companies) to conduct research or prepare any work for them, nor may they submit identical work or portions thereof for credit more than once without prior approval of the teacher.

2. ***Fabrication***: the falsification or invention of any information or citation in an academic exercise. "Invented" information may not be used in any laboratory experiment or other academic exercise without authorization from the teacher. It is improper, for example, to analyze one sample in an experiment and "make up" data based on that single experiment for additional analyses. The student must also acknowledge reliance upon the actual source from which cited information was obtained. A writer should not, for example, reproduce a quotation from a book review and indicate that the quotation was obtained from the book itself.
3. ***Facilitating Academic Dishonesty***: Any student(s) who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity. Such students are as guilty of academic dishonesty as the student who receives the material even though they may not themselves benefit academically from that dishonesty.
4. ***Plagiarism***: the representation of the words or ideas of another as one's own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be properly cited in the text or in a footnote. The source used by a student must be cited when material from another source stored in print, electronic or other medium is paraphrased or summarized in whole or in part in one's own words. Information which is common knowledge such as names of leaders of prominent nations, basic scientific laws, etc, need not be footnoted; however, all facts or information obtained in reading or research that are not common knowledge among students in the course must be acknowledged. Plagiarism can, in some cases, be a subtle issue. Any questions about what constitutes plagiarism should be discussed with your teacher.
5. ***Denying Others Access to Material or Information***: It is a violation of academic integrity to deny others access to scholarly resources, or to deliberately impede the progress of another student or scholar. Examples of offences of this type include: giving other students false or misleading information; making library material unavailable to others by stealing or defacing books or journals, or by deliberately misplacing or destroying reserve materials; or altering computer files that belong to another.