



# Academic Honesty Policy

June 2014

## Academic Honesty at Charter Oak International Academy

### **I. Background**

Academic honesty promotes personal integrity and good practice in teaching, learning, and assessment. Academic honesty shall be expected of all students, and teachers should be role models of this trait. Academic honesty is supported by several of the IB Learner Profile traits, which encourage students to be:

- A. Communicators: Expressing ideas and information in the student's own words
- B. Principled: Acting with integrity and honesty, taking responsibility for their own actions
- C. Caring: Having respect for published ideas and information
- D. Knowledgeable: Acquiring knowledge and developing understanding
- E. Reflective: Considering how their actions affect others.

### **II. General Statement of Policy**

It is the policy of the West Hartford Public Schools that students and staff will use technology to access electronic networks, including the Internet and e-mail, in a responsible, legal, and ethical manner. Failure to do so may result in the loss of network privileges for the user, result in disciplinary action, and lead to more serious action such as prosecution under federal or state law.

The WHPS Administrative Guidelines for the Use of Technology outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by WHPS teachers and administrators, and to demonstrate academic honesty, good citizenship and ethical behavior at all times.

### **III. Definitions**

- A. Academic Honesty is a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment. This is further defined as respect for the intellectual property of others and submission of only authentic pieces of work with the ideas of others fully acknowledged.
- B. Malpractice is behavior that results in a student gaining an unfair advantage over others. Malpractice includes plagiarism, collusion, duplication of work for multiple assessments, fabrication of data, accessing unauthorized material during an examination, or any other behavior that results in an unfair advantage or affects the score of another student.
- C. Intellectual Property includes different forms of property rights, such as patents, registered designs, trademarks, moral rights, and copyright. Forms of intellectual and creative expression must be respected and are protected by law.
- D. Plagiarism is the representation of the ideas or work of another person as the student's own, including copying text or works of art without proper acknowledgement.
- E. Collusion is defined as supporting malpractice by another student, including allowing one's work to be copied or submitted by another.

#### **IV. AUP for Grades PreK – 2**

##### **WHAT IS THE AUP?**

AUP are three letters that mean Acceptable Use Procedure. This is a grown-up phrase. It means a list of rules that we follow when we use technology at school. You and your parents will read these rules together. Then you will know the rules. The AUP is a contract. That means that you and your parents must “sign” it or write your name on it. When you sign your name to the contract it means that you agree to follow the rules.

##### **WHY DOES MY SCHOOL HAVE AN AUP?**

Many children and grown-ups use the school computers/devices and other technologies. We need to make sure that everyone is happy and safe. We need to take care of our computers/devices and other technology too, so we need rules to follow.

##### **WHY DO I HAVE TO BE VERY CAREFUL TO FOLLOW THE RULES?**

Using computers/devices and going on the Internet in school is a privilege. This means that my school needs to trust me to follow the rules. I show that I can be trusted by how I behave when I am using a computer.

##### **WHAT HAPPENS IF A STUDENT DOES NOT FOLLOW THE RULES IN THE AUP?**

While infractions will be handled on a case by case basis, if students do not follow the Essential Agreements for AUP and Academic Honesty, the following actions will be considered as guidelines:

1st time: written warning

2nd time: research project on appropriate use

3rd time: lose one day of computer privileges

4th time: lose three days of computer privileges

More than 4 times: lose 5 days of computer privileges

#### **V. AUP in Grades 3-5**

##### **WHAT IS THE AUP?**

AUP stands for “Acceptable Use Procedure.” It means that you agree to only do “acceptable” things when you are using any of the WHPS technology options. West Hartford Public Schools has rules that all students have to follow when they use the Internet. The “Acceptable Use Procedure” tells you and your parents what is “acceptable.” It’s a contract you and your parents must read for you to be allowed to use any WHPS technology equipment.

##### **WHY DOES THE WHPS HAVE AN AUP?**

A lot of people use the West Hartford Public Schools’ network and school technology. We need to make sure that everyone feels comfortable and safe using the network. We all also need to make sure that all of our electronic technology, including computers and printers, are in working order for everyone to use.

##### **WHY DO I HAVE TO BE RESPONSIBLE FOR WHAT I DO ON THE WHPS NETWORK?**

Using the Internet in school is a privilege, not a right. West Hartford Public Schools’ network, web pages, and email accounts are NOT private. WHPS Information Technology staff is able to “monitor” everything you do on the school computers. This means someone can read what you

write and see the web pages that you visit. THINK -- before you do anything online that you would not do in front of your teachers or parents.

WHAT HAPPENS IF A STUDENT DOES NOT DO FOLLOW THE RULES IN THE AUP? WHPS has “consequences” or punishment for students who use the Internet in unacceptable ways. Just like when someone breaks classroom rules, there are “consequences” if you don’t follow the rules in the AUP. You need to report to a teacher or other adult anything you see online that does not follow the rules listed in the AUP. If you do not follow this Procedure, you can lose your electronics/computer privileges in school. The Police will get involved if a student breaks a law.

1. I AM RESPONSIBLE FOR MY NETWORK AND EMAIL ACCOUNT. I will not give my password to anyone. I will log off from my account when I am finished. If I see another person’s work on a computer screen, I will tell an adult. I will wait to use the computer until an adult has removed the material.

2. I AM RESPONSIBLE FOR MY LANGUAGE. I will only use language on the Internet and in my school email that I would use in the classroom with my teacher. I will not use bad words when I use a computer.

3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will not write anything mean or hurtful to another person. I will not be a bully or make fun of anyone. I will not “stalk” any person online or by text message. I will tell a teacher if I see anything hurtful to another student online.

4. I AM RESPONSIBLE FOR MY USE OF THE WEST HARTFORD PUBLIC SCHOOLS’ INTERNET ACCESS. I will not look for web pages with pictures, words, or sounds that are not appropriate in school. I will not look for web pages or documents about sex, violence, or weapons. I will not download any files, including music and video files, unless a teacher gives me permission.

5. I AM A RESPONSIBLE MEMBER OF MY SCHOOL WHEN I AM ONLINE. I will not write anything or post pictures or videos that are hurtful or embarrassing to anyone while I am online.

6. I AM RESPONSIBLE TO BE HONEST ABOUT WHO I AM ONLINE. I will not pretend to be anyone else online. I will not send email, create an account, or post any words, pictures, or sounds using someone else’s name. I will not use another person’s login name or password.

7. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE WHPS NETWORK. I will not try to change security settings or install any software on school technology without permission. I will not use a phone, personal laptop, or any electronic device in school without a teacher’s permission.

8. I AM RESPONSIBLE FOR PROTECTING WHPS PROPERTY. I will not break or destroy any computer equipment on purpose. I will not move any equipment, including keyboards and mice, without permission.

9. I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S PROPERTY ONLINE. I will not "plagiarize." When I use information from a website, I need to let people know where I got the information. I will obey copyright laws and will not download words, pictures, video, or music that belongs to someone else.

10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I PUBLISH ANYTHING ONLINE. I will not publish any material on a school website, wiki, blog, podcast, or discussion group without permission. I will not publish a picture, including my picture, with the person's first or last name in the caption.

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#### VI. Role of Teachers

Teachers should guide students in creating essential agreements for academic honesty and the AUP. Teachers shall provide guidance to students on proper ways to express the work and ideas of others and warn students of the consequences of academic dishonesty. Teachers shall support and act on the school policy. Teachers shall model good academic practice by practicing appropriate citation of sources.

#### VII. Role of Students

Students should collaborate to write and sign off on essential agreements for academic honesty and the AUP. The student is responsible for ensuring that all work submitted is authentic, with the work and ideas of others fully and correctly acknowledged.