

**ACADEMIC HONESTY POLICY**  
**FOR**  
**NOTRE DAME LOWER SCHOOL**

Notre Dame Lower Division is committed to and values the highest level of academic achievement and integrity. It is the school's objective to work together as a community of teachers, students, administrators, and parents to ensure that our students have access to resources of the highest academic standings that are then in turn properly credited and cited by the students. Additionally, students are required to create wholly authentic work on their assignment, tests, and research papers as teacher guidelines require. To understand academic honesty it is important to first examine academic fraud.

Academic fraud includes the following academic choices:

**Plagiarism**

According to the *Merriam-Webster's Online Dictionary*, to plagiarize means to steal and pass off (the ideas or words of another) as one's own, to use (another's production) without crediting the source, to commit literary theft, and to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

Examples of plagiarism include but are not limited to:

- Not citing as a quote exact words from an author.
- Not giving appropriate credit to passages that you reword or paraphrase from another author.
- Purchasing a research paper, take home test, or assignment
- Turning in a paper written by someone else.

**Cheating**

According to the *Merriam-Webster's Online Dictionary*, to cheat is a means "to get something by dishonesty or deception."

Examples of cheating include but are not limited to:

- Copying another student's assignment.
- Using restricted books, notes, cheat sheets, calculators, or other programmable electronic devices during a test.
- Putting your name on and turning in an assignment or test completed by another.
- Obtaining answers during a test from another student with or without their consent.
- Submitting the same work for different assignments. All submitted student work must be wholly authentic, original, and unique to the assignment upon completion.
- Using "cheat sheets" during a test.

**Collusion**

According to the *Merriam-Webster's Online Dictionary*, collusion means a secret agreement or cooperation for an illegal or dishonest purpose.

Examples of collusion include but are not limited to:

- Allowing someone to copy your assignment.
- Giving out test questions or answers after you have taken a test to someone who is yet to take the test.
- Allowing someone to copy from your test, writing a paper, and/or completing a test or assignment for someone else.

**Teachers** will continually promote and encourage wholly authentic work by reviewing expectations, teaching the importance of not only citing the work but proper citation, discussing the value and importance of academic honesty, preparing students for the challenges of the classroom, actively proctoring tests/quizzes, modeling academic honesty in the classroom and school, and reporting all cases of academic fraud.

**Administrators** will enforce the Academic Honesty policy by determining cases of academic fraud. Administrators will make the Academic Honesty policy available to all students, teachers, faculty, staff, and parents. The Principal will record all violations and make determinations of discipline to ensure fair and appropriate enforcement. (Please see the NDPMA handbook section under “Academic Honesty.”)

**Teaching Librarians** will work closely with students and teachers to provide the highest level of academic materials. The Media Specialist will facilitate the exploration of resources, research skills, and the proper acknowledgement of intellectual property.

**Students** will follow the guidelines of the Academic Honesty policy, avoid situations that would create distrust, cite all resources, and seek guidance when unsure how to cite a source or if an action will violate the Academic Honesty policy. Additionally, students should be willing to work independently, exhibit confidence in their work, and extend credit to group members for individual contributions in all projects.

Rev. 5/10/15

## **PARENT ACKNOWLEDGEMENT**

As a parent or guardian of a student at Notre Dame Marist Academy, I have read the attached information regarding the Responsible Use of Technology and Media Center Guidelines, as well

as the Academic Honesty Policy. I have reviewed these guidelines with my child(ren). Signing below affirms that my child(ren) and I understand and accept the rules for using the Media Center facility and its materials and technologies at school. I understand that this form will be kept on file at school and there may repercussions if the agreement is violated.

**Parent/Guardian Name (print)** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## STUDENT USER AGREEMENT

### STUDENTS PLEASE INITIAL:

\_\_\_\_\_ I understand and will follow the **Responsible Use of Technology and Media Center Guidelines**. I accept responsibility and will be held accountable for my choices in our school community with respect to shared resources and spaces. I will demonstrate proper digital and online etiquette. Additionally, I will be responsible for all personal or school-issued devices, protecting them from damage, loss or theft.

\_\_\_\_\_ I understand and will follow the guidelines of the **Academic Honesty Policy**. I will avoid situations that would create distrust, cite all resources, and seek guidance when unsure how to cite a source or if an action will violate the Academic Honesty Policy.

As a student using the Media Center facility, books, computers and devices (including Internet and network access), online resources, school e-mail, and e-book collections, I agree to comply with the attached guidelines and use all these resources in a constructive, educational manner. I also agree to follow the guidelines outlined in the Academic Honesty Policy.

**Student Name (print)** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Grade** \_\_\_\_\_