



Google Classroom Online Etiquette and Academic Integrity Policy

Vaughn values honesty, responsibility, and fairness. We expect all students to use proper online etiquette and academic integrity when participating, completing, and submitting online assignments. A student who violates the online etiquette expectations and/or the academic integrity policy will receive consequences.

Online Etiquette Expectations

Having proper online etiquette expectations gives everyone structure, and an opportunity to learn and feel respected.

Be Safe

- Schedule a time in the day to do your work.
- Find a space at home to do your work- desk, table, etc.
- Keep your login information private and never share it with anyone.
- Place foods and liquids away from your computer or electronic device.
- Avoid making and posting insulting, rude, inappropriate or personal comments or images.

Be Responsible.

- Submit your work on time.
- Only submit your own work and not the work of others.
- Participate in classroom discussions using proper academic language and writing.
- Reach out to your teachers or counselor for help and support.

Be Respectful

- Always use clear and concise writing - correct spelling, grammar and style.
- Use proper tone- humor and sarcasm are sometimes lost online.
- Respect other people's feelings and opinions.
- Think before you make and send a comment- anything posted stays online forever.
- Make comments that are focused and stay on topic.
- Use Content/materials/videos for academic use only

For Teachers

- Provide feedback on assignments in a timely manner.
- Check your emails and google classroom several times a day.
- Respond to your emails several times a day.
- Use proper tone when responding to emails and comments- humor and sarcasm are sometimes lost online.
- Reteach appropriate online etiquette before contacting the administration team for support.
- Reach out to the administration team for help and support.

Online Academic Integrity Policy

Academic integrity means that you are submitting work that you completed on your own and will not practice plagiarism or cheating of any form.

Plagiarism is defined as:

- Copying or using ideas or words from another online classmate or Internet resource.
- Copying online work or lending any of your work to another student to be copied.
- Representing any part of your work as your own that you did not complete.

Cheating is defined as:

- Allowing other students, siblings, or parents to post answers or complete online assignments and exams using your login information and password.
- Talking or communicating in any way with other students during an online exam.
- Asking, receiving, or giving information about any online assignments and exams to another student.
- Sending screenshots of your own work or exam questions to other students.
- Using the Internet on a computer or phone device to search for answers during online quizzes/exams.

Consequences for plagiarism

The teacher will determine if the plagiarism violation is minor or major and may consult with the administration team.

Minor plagiarism means doing any of the following	Major plagiarism means doing any of the following
<ul style="list-style-type: none"> Minimal summarizing or paraphrasing without proper citation. Revising minimal portions of work by inserting a few synonyms without proper citation. Using minimal verbatim key terms, phrases, and/or sentences of work without quotation marks and or/proper citation. 	<ul style="list-style-type: none"> Summarizing and paraphrasing substantial portions of work without proper citation. Revising substantial portions of work by inserting a few synonyms without proper citation. Using substantial verbatim key terms, phrases, and/or sentences of work without quotation marks and or/proper citation

First minor violation:

- The teacher contacts the student and provides feedback on how the assignment violates the academic integrity policy.*
- The teacher summarizes the conversation in an email and sends it to the student, parent, and administration team.*
- The student must redo the assignment and will receive partial credit.*

Second minor and/or major violation:

- The teacher contacts the student and provides feedback on how the assignment violates the academic integrity policy.*
- The teacher contacts the parent through a phone call and notifies the administration team.*
- The student will receive no credit on the assignment.*
- The administration team will hold a conference with the student and parent.*

Consequences for cheating

- The teacher contacts the student and provides feedback on how the assignment violates the academic integrity policy.*
- The teacher contacts parents through email, and notifies the administration team.*