

## Academic Integrity

Brentwood High School expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited. Brentwood High School’s Academic Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of Brentwood High School’s Academic Integrity Policy is to prepare students for the reality created by the technology explosion, for the world of college and beyond, where cheating and plagiarism have dire consequences.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, even encourage, students to work on assignments collectively. This is okay, as long as whose work being presented is clearly relayed.

- **Collaboration** is to work together (with permission) in a joint intellectual effort.
- **Plagiarism** is to commit literary theft; to steal and pass off as one’s own ideas or words, and to create the production of another. When you use someone else’s words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else’s ideas you must give the author credit. Some Internet users believe that anything available on-line is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else’s words or ideas without giving credit to the originator is stealing.
- **Cheating** is considered a serious violation of the process of education. It includes, but is not limited to, the willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage over other students in schoolwork or activities. Some examples are unauthorized copying of assignments (including computer documents and files); stealing another student’s homework and turning it in as one’s own; plagiarism; submitting pre-written work for set classroom exercises or tests; using unauthorized study aids, notes, books, data, or other information; selling or buying or sharing papers without authorization; altering an assignment or test after it has been graded; stealing tests or other unauthorized material, or passing such material stolen by others; talking or signaling to another student during a test or quiz; looking at another student’s answers during a test or quiz, or permitting another student to look at one’s own test or quiz; possessing or using “crib” or cheat sheets; leaving books open on the floor to view during a test or quiz; using unauthorized calculators, palm computers, or other electronic devices to obtain answers during tests or quizzes; passing test information on to students in other classes; computer fraud; sabotaging the project or experiments of other students. Intending to cheat is considered the same as cheating.
- **Forgery** or **stealing** includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others.

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties, as outlined below:

- 1st offense: receive a zero for the activity; the teacher will contact the parent and appropriate administrator; student assigned Friday School
- 2nd offense: receive a zero for the activity; the teacher will contact the parent and appropriate administrator; student assigned two days ISS
- 3<sup>rd</sup> offense: receive a zero for the activity; the teacher will contact the parent and appropriate administrator; student assigned 5 days ISS or ALC at administrator's discretion
- Flagrant acts of cheating, such as falsifying or changing a teacher's records, will result in more serious consequences.