



Upper School Academic Integrity Policy

Academy of the Sacred Heart expects our students to embrace rigor and challenge as essential to their education and that they respect ownership of their own work and the work of others at all times. The school expects students to be independent in producing their own work and to rightfully acknowledge when the work of others has contributed to their own. We are convinced that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic parental expectations justify students acting dishonestly.

Academy of the Sacred Heart recognizes these facets of intellectual life as fundamentally necessary for the self-respect and thriving of each individual student, as well as for the health of our community, which is premised on respect, honesty, dedication to work, and trust. Students should carefully follow the teacher's instructions for specific assignments, and if they ever have a question about the parameters of an assignment, assessment, or what sources have been permitted for them to use, they should always ask the teacher for clarification before the assignment is due.

Academic dishonesty is using artificial intelligence (AI) or a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as stealing or falsifying documents.

Academic dishonesty includes, but is not limited to:

FORMS OF ACADEMIC DISHONESTY	
Academic dishonesty is an act in which a student:	Examples include but are not limited to:
Commits plagiarism	<ul style="list-style-type: none">● Copying any work assigned to be done independently.● Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source (including generative AI) while writing a paper or doing research.● Using the views, opinions, or insights of others without proper acknowledgement.

Submits falsified or invented work/information	<ul style="list-style-type: none"> ● Changing or creating data in a lab experiment. ● Writing up a fake interview. ● Lying about attendance or ability to complete assignments and/or assessments. ● Lying about other people being responsible for low grades or missing scores/assignments. ● Claiming credit for work in a group project when work was done by others. ● Attempting to misrepresent the authorship of student work, i.e., having AI or someone else write a paper.
Uses unauthorized tools or materials in any academic work	<ul style="list-style-type: none"> ● Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only. ● Looking at someone else's work product, during an exam, test, or quiz. ● Collaborating on an exam, test, quiz, or assignment with any other person without prior approval from the teacher. ● Using any kind of "cheat notes" during an exam, test, or quiz. ● Using an electronic device (calculator, cell phone, camera, laptop/tablet, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz. ● Having unauthorized access to exams, tests, or quizzes. ● Providing or selling exam, test, or quiz information to other students. ● Using an on-line translator for more than words or phrases.
Misuses or falsifies academic documents	<ul style="list-style-type: none"> ● Signing another person's name.
Purposefully damages or hinders the work of others	<ul style="list-style-type: none"> ● Hiding books or reference materials needed to complete an assignment. ● Tampering with lab experiments, art projects, or electronic files of another student. ● Fabricating or altering laboratory data.
Assists other students in any of these acts	<ul style="list-style-type: none"> ● Knowingly allowing someone else to look at one's work product during an exam, test, or quiz.

Shared Responsibility for Academic Integrity

Student Responsibilities

The student will:

- set aside sufficient time to study
- participate actively in class
- protect work—do not lend or borrow work
- observe test time limits
- not look at another's test or allow her test to be seen
- not talk during a test or about the test until all classes have had a chance to take it
- not represent as her own the work of a parent, brother, sister, or anyone else
- not change a test item in any way when the test is returned for review
- not allow one member of a team to do the whole task
- learn how to attribute work properly by citation, footnote, and bibliography/works cited
- not enter classrooms and offices without permission and/or being accompanied by a staff person

Parental Responsibilities

The parent will:

- communicate to the student values of moral and ethical behavior
- refrain from placing undue pressure for high grades at any cost
- be aware of a student's need for a quiet time and a place to study
- support the student's efforts, but not edit, type, or in any other way do the work
- encourage wise use of time

Teacher Responsibilities

The teacher will:

- review at the beginning of the school year the Academic Integrity Policy along with his/her course description/syllabus that spells out clearly the consequences for academic dishonesty in his/her classes; review the various examples and forms of academic dishonesty that should be avoided
- be specific as to whether work is to be cooperative or individual, i.e., clarify the definition and expectation of "group work"
- keep completed assignments and tests secure
- inform students if unannounced tests/quizzes will be used in the course
- ensure that the grade book is private and secure