

UNION COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT

Academic Integrity Policy

Overview of Academic Integrity Policy

Pupils are expected to be honest in their representation of all their academic work and agree to not engage in any of the following acts:

CHEATING

Some examples of cheating include, but are not limited to:

- Submitting papers, projects, reports, analyses, and other textual or visual material and media as one's own work
- Obtaining portions of an assessment or exam prior to the testing time.
- Using books, cell phones, notes, equipment or other prohibited devices or technology not approved by examiner.
- Representing another person's work as your own.
- Submitting the same work to satisfy the requirements of more than one course without permission.
- Copying or allowing others to copy information from someone else's work.
- Preprogramming a calculator or other device to contain answers, formulas or information for use.
- Exchanging information by any means (oral, written, pictures, text, or A.I.) without permission.
- Any form of plagiarism or passing the ideas or works of another as your own without crediting or citing the source.

Fabrication:

The following are examples, but are not limited to:

- Citing a source that does not exist.
- Making up or falsifying evidence or data or other source materials.
- Presenting false research papers, reports, or other documents by altering or omitting data that do not support one's conclusions or claimed experimental precision.
- Providing false excuses, documents, or other information to excuse late or missed assignments, or to justify the need for regrading.

Facilitation of Dishonesty:

Examples of this violation are the following, but are not limited to:

- Collaborating before an assessment, quiz or test to develop methods to exchange information during testing.
- Allowing others to copy answers to complete an assessment.
- Accessing or distributing exam material before testing
- Allowing other students access to your work without prior approval.
- Taking an assessment with prior knowledge that the integrity of the assessment has been compromised.

Falsifications:

This includes but not limited to:

- Forging signatures
- Altering answers or inserting answers after they have been graded
- The erasure of grader's markings
- Other acts that allow for falsely taking credit

STAKEHOLDER RESPONSIBILITIES

Students have the responsibility to:

- Avoid situations that might contribute to cheating or plagiarizing.
- Avoid unauthorized assistance.
- Clarify with teachers when it is acceptable to use AI and how to cite and/or explain AI use.
- Avoid plagiarism
- Consulting faculty members about a questionable situation.
- Contribute to a culture of academic integrity

The principal will refer to the student handbook to determine the appropriate next actions. Students are expected to read and refer to the student handbook for the consequences related to violations of the Academic Integrity Policy at UCVTS.

Your signature below indicates that you have fully read, understand and accept this Academic Honesty Policy as the standard of UCVTS district. It is the student's responsibility to adhere to and understand this policy.

Pupil Name: (please print) _____ **Grade:** _____

Pupil Signature: _____ **Date:** _____

Parent/Guardian Signature: _____