

## Cell Phones

- Cell phones are a distraction from learning. Period. You are expected to put your cell phone in the holder when you enter the classroom (the sound must be turned off).
- Per district policy, **cell phones are not to be out at any time during instruction or independent work.** If you wish to listen to music while you work, you may use your laptop or **briefly** use your cell phone to select a playlist and return to your desk.
- Consequences for noncompliance are outlined in the student handbook and include contact home, referral to administration, and further disciplinary action.
- Smart watches and similar devices are prohibited during tests, quizzes, and similar assessments.
- Headphones and earbuds should be removed during direct instruction.

## Classroom Computer Etiquette

Now that the district has committed to a one-to-one platform at the high school level, it is imperative that students adhere to a classroom computer use etiquette guideline for maximum instruction value. Therefore, please be advised that the following protocol will go into effect while in the classroom:

- While in discussion during class, student laptops must be folded down so as not to be distracted while others are speaking.
- If the instructor has assigned student collaboration within the class, students are expected to remain on task in their assignment and should be expected to be monitored on LanSchool by the instructor. Otherwise, the loss of class participation points from student collaboration will occur.

## Academic dishonesty

The following is a list of EXAMPLES of acceptable and unacceptable behavior. It does NOT include every single action that could be considered unacceptable. The goal is for you to use this list to figure out for yourself what is and is not unacceptable. If you have a question about this, it is YOUR RESPONSIBILITY to ask a teacher in advance.

	Acceptable	Not Acceptable
<b>Using Sources to Complete an Assignment</b>	<ul style="list-style-type: none"><li>• Using a reference source to look up a definition or concept that comes up in an assigned reading</li></ul>	<ul style="list-style-type: none"><li>• When given an assigned reading for homework, using someone else's analysis of the reading (e.g. SparkNotes) without teacher permission</li><li>• When instructed to use a specific source(s) to complete an assignment, using another source without notifying the teacher</li><li>• Copying even a short phrase word-for-word from a source without using quotation marks AND providing a citation</li><li>• Fabricating or "fudging" data, information, or sources</li></ul>
<b>Proofreading</b>	<ul style="list-style-type: none"><li>• Having someone else proofread a paper/assignment and give feedback or help you make improvements</li></ul>	<ul style="list-style-type: none"><li>• Having someone else (peer, parent, tutor) proofread a paper and make all necessary corrections FOR YOU</li></ul>
<b>Getting / Giving Help on an Assignment</b>	<ul style="list-style-type: none"><li>• Discussing a specific topic with another student to clarify</li><li>• Meeting with another student, showing your assignment/paper, discussing it, and then taking your paper with you</li><li>• Recommending a specific source that you found useful to another student</li><li>• Having someone (peer, parent, tutor) look over work you completed and make some suggestions for improvement</li><li>• After an absence, copying and borrowing a classmate's notes from that class</li></ul>	<ul style="list-style-type: none"><li>• <b>Giving another student your completed assignment, which the other student must also complete, to help him "understand" a specific topic</b></li><li>• <b>Turning in work that is identical, or substantially similar to, the work of another student.</b></li><li>• <b>Working with another student to complete an assignment when you have NOT been instructed to do so by your teacher</b></li><li>• <b>Merely copying a group member's assignment, when you have been instructed to work together to complete the assignment</b></li><li>• <b>Giving your notebook (including notes, assignments, quizzes, and tests) to a student who is taking the same class next year</b></li></ul>

		<ul style="list-style-type: none"> <li>• <b>Having anyone (peer, parent, tutor) complete work for you and submitting it as your own</b></li> </ul>
<b>Preparing for / Taking Tests</b>	<ul style="list-style-type: none"> <li>• Studying for a test with a group of people</li> </ul>	<ul style="list-style-type: none"> <li>• Providing specific information about a test to students in the same course who have not yet taken the test</li> <li>• Having unauthorized prior knowledge of a test</li> <li>• Providing information to / accepting information from another student in a testing situation (verbally or physically)</li> <li>• Possession of unauthorized notes or study-aids during a quiz or exam.</li> <li>• Having an electronic device visible at any time during a quiz or exam is automatically considered an instance of Academic Dishonesty.</li> <li>• Looking at a classmate's test during the test</li> <li>• Changing an answer after the test was graded in order to change the grade</li> </ul>