

Academic Honesty-2023/2024

One of Littleton Prep's Core Values is integrity. A key component of integrity is honesty, which means students consistently turn in original work at school. Academic honesty at Littleton Prep is key to achieving our mission to provide a content-rich, academically rigorous education with a well-defined, sequential curriculum in a safe, orderly, and caring environment. This document serves as an overview of the school-wide expectations and practices regarding academic honesty.

All academic tasks will be accomplished honestly to ensure that the work is the student's own and proper credit is given to the sources used. Students will be supported to take responsibility for their academic actions and the consequences of those actions, even if the offense is unintentional.

At Littleton Prep, academic misconduct is defined as:

Cheating and Collusion:

Cheating is when a student makes a deliberate choice to gain an unfair advantage on an academic task.

Examples may include:

- Inappropriate use of programmable watches, smartphones, wearable technology, and other computer and electronic devices
- Failing to follow teacher guidelines regarding collaboration on assignments or projects; completing all work independently unless expressly instructed otherwise
- Copying another student's work (with or without his/her knowledge)
- Using unauthorized notes or other study aids during an assessment
- Communicating or using any electronic device inappropriately
- Using intellectual property is defined as the ideas or work of another person without proper citation

Collusion is when someone makes a deliberate choice to help another individual cheat.

Examples may include:

- Taking an assessment online or in person for another student
- Giving intellectual property (their own or others) to a student with the intent to cheat
- Forging documents for another student
- Helping copy documents for another student
- Providing unauthorized notes to another student during an assessment
- Discussing/providing information about a quiz or test with students who have not completed the assessment

Duplication:

Students turn in the same work for a different assessment task or different subject areas.

Plagiarism:

The act of using words, ideas, or products belonging to another person or source without crediting the source from which it was taken. Plagiarism can occur when a person tries to

represent another person's work as his/her own in order to obtain some benefit, credit, or gain.

Use of Artificial Intelligence

Using any AI tool, such as ChatGPT or an online translation device, to construct written responses in place of original student responses is considered cheating. Teachers may use various AI detection tools to determine if AI has been used to construct answers.

Student Responsibilities

The students are expected to understand and honor the academic honesty policy by:

- Submitting work that is their own
- Acknowledge sources as directed by their teacher
- Asking for assistance if they are uncertain about how to acknowledge sources

Teachers Responsibilities

Teachers are responsible for ensuring all students understand the policy and consequences, and for helping students to gain the skills necessary to promote academic integrity and good practices through direct instruction in:

- How to write a document fulfilling the expectations of authentic authorship
- Grade/age-appropriate research skills, proper citations and formats (MLA/APA)
- Establishing timelines so that the work can be proofread, edited, and sources cited prior to final assessment deadlines
- The difference between collaborative work and cheating

Families Responsibilities

Parents and guardians are encouraged to review this and discuss the policy with their students. When requested, parents/guardians are expected to attend meetings to discuss the academic honesty of their students and support them with disciplinary steps and work completion.

Academic Misconduct Consequences

The first offense of academic misconduct will be used as a teachable moment for the student. The student will be required to conference with his/her teachers.

During the first offense, the teacher will:

- Contact parents to inform them that a warning was given for academic dishonesty and explain the consequences for any further violations.
- The teacher will provide an additional opportunity to demonstrate content knowledge through a retake, resubmission, or modified task.
- The new grade will be entered to reflect content knowledge, but will retain the flag "cheated."

If further academic dishonesty offenses occur, the following may also occur:

- The student will meet with a member of the administration and contact parents to discuss the infraction.
- During assigned alternative lunch, recess, or after-school detention, the student will have

an additional opportunity to demonstrate content knowledge through a retake, resubmission, or modified task.

- The new grade will be entered to reflect content knowledge with a 50% penalty, but will retain the flag “cheated.” Penalty may increase depending on the severity and frequency
- The student may receive a behavior referral for their permanent record.