<u>**Students**</u>

<u>**Progress**</u>

<u>**Academic Integrity**</u>

The Watertown Unified School District regards academic honesty as a core value of its educational mission. It is expected that all school work submitted for the purpose of meeting course or class requirements represents the original efforts of the individual student.

Administration, faculty, students and their families are all important contributors to the upholding of academic integrity in our school community. To this end, it is important that all involved understand their integral role in helping to promote this climate of academic honesty.

The administration will:
• Promote and encourage the staff on an ongoing basis to educate students regarding the District's policy of academic honesty.
• Determine appropriate consequences for policy violations.

The staff will:
• Educate students and offer continued guidance regarding acceptable and unacceptable behavior in areas that will include, but are not limited to, test taking, research techniques, written work and use of library and computer resources.
• Encourage the demonstration of knowledge, the honing of research skills and self-expression in student work.
• Promote circumstances in the classroom that will reinforce academic honor and promote original and focused responses from students.
• Evaluate effectiveness of their own efforts.

The students will not:
• Plagiarize in written, creative or oral work. (Plagiarism is using the ideas of another as one's own without acknowledgement of the source.)
• Submit work that is not original. Copying, "borrowing" from another source and giving it as one's own work, and resubmitting work from another person or another class.
• Give or receive unauthorized assistance on exams or other course work.
• Alter grades or other academic records, give false information or forge.
• Submit identical work in more than one course without the prior approval of the instructor. Students may further develop previous work with prior approval of the instructor.
• Copy software without authorization or use hard copy of software to develop one's own software.
• Allow another person to copy or submit one's own work as his/her own.
• Any form of academic dishonest is prohibited whether or not is appears in this list.

Faculty and building administrators will have the responsibility for monitoring the above actions and taking appropriate disciplinary action. Teachers are granted authority, with the direction and advice of

their principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy.

Appropriate disciplinary action includes but is not limited to, loss of credit for work submitted, detention, or removal from a class. In cases of repeated or gross violations of academic integrity, discipline may include suspension and/or expulsion.

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