

## **Academic Honesty**

The JEDI Virtual School regards academic honesty and integrity as an essential element of its educational mission. It is expected that all schoolwork submitted represent the original efforts of the individual student. This includes, but is not limited to: test taking, homework, class assignments, and the original creation of essays, compositions, papers and academic research. All work submitted by a student should be a true reflection of that person's effort and ability. Administrators, faculty, students and families are all important contributors to the upholding of academic integrity in the school learning community.

## **Plagiarism**

Plagiarism is defined as copying/stealing and passing off as one's own the ideas or words of another, using someone else's created production without crediting the source, or committing literary theft. Examples include the following:

- Turning in a paper retrieved from an Internet source as one's own
- Using another student's work in whole or part and handing it in as one's own
- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- Using another person's idea, opinion, or theory without citing the source
- Using any facts, statistics, graphs, drawings, pictures, sounds or other information which you found from any source that is not creative commons, without citing the source
- Using quotations of another person's actual spoken or written word without citing the source
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source
- Using online translators for assignments and assessments

## **Disciplinary Action for Plagiarism**

As the Internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted student papers and projects have increased. If the authenticity of the student's work is in question, a student may be required to take a proctored test or defend their work via an oral examination in-person, over the phone or online. The virtual school director shall determine disciplinary actions for students when misconduct occurs. Many institutions of higher (post-high school) education penalize plagiarism with student expulsion. Therefore, in the interest of the student's future education, as well as the school's part in the personal development of students, the JEDI Virtual School policy on plagiarism is outlined:

## **Plagiarism First Offense**

- The instructor notifies the student, in writing, that he/she has submitted work that appears to have been plagiarized. If available, the instructor will produce copies of, or references to, the site where the copied material was found. The instructor will provide conditions for the re-submission of the assignment.

- The instructor forwards an email to the student's learning coach, student services representative, and parent/guardian informing them of the violation.
- The instructor will email the virtual school director, if deemed necessary, including the alleged infraction, and evidence of support.

### **Plagiarism Second Offense**

Instructors will follow the procedures listed under First Offense with the following changes being noted:

- The student receives a zero on the assignment without the opportunity to resubmit for credit.
- The virtual school director is automatically notified

### **Plagiarism Disciplinary Action**

- The student is placed on internal academic watch characterized by all of the work turned in by the student being monitored more closely for evidence of cheating or plagiarism.
- The incident is reported to the student's other instructors and interventions/strategies may be discussed by the team of teachers and administrator.
- The JEDI Virtual school director and the JEDI Virtual School District administration are provided all of the information and evidence. Depending upon the nature, severity or repeat status of events of academic honesty, the virtual school director may make a recommendation of additional disciplinary measures. Possible additional measures may include suspension or expulsion from the virtual school's programs or course failure.