Academic Integrity
Do’s and Don’ts

Do...

- Display the Hagerty High School Academic Integrity poster in your classroom.
- Include academic integrity expectations on your course syllabus, and post it on your eCampus page.
- Expect students to demonstrate academic integrity 100% of the time.
- Explain to students that academic integrity leads to higher achievement.
- Advise students that colleges will ask about discipline on applications.
- Reduce opportunities to engage in academic dishonesty by considering the classroom activity and seating arrangements. For example: a quiz or test requires a different arrangement than a group assignment.
- Be clear about your expectations and rules for completing every assignment and test by addressing who (individually or group) and what resources may be used.
- Refer all violations of academic integrity including those students who have shared their work with others. Anticipate questions and documentation.
- Rethink homework and assignments so that students perceive them as valuable and necessary for learning. Be creative and fair in assessing students. Offer corrections and opportunities for students to improve grades without resorting to cheating.
- Allow ample time for assignments to be completed bearing in mind the course level, complexity of the assignment, and the course load.
- Support and promote academic integrity by referring any and all violations (even if it’s not your assignment).
- Inform students that you have written a referral for a breach of academic integrity.
- Participate in appeals.

Don’t...

- Assume students understand academic integrity. Define it and give examples specific to your classroom.
- Tempt students to violate academic integrity with ambiguous, undefined, or unrealistic polices regarding collaboration, assignments or assessments, or with poor classroom management.
- Negotiate the referral with students or parents. Inform them about the appeals process.
- Review academic integrity just once. Consistently model, remind, and encourage students to practice integrity.

Academic Integrity is

- following the Honor Code without being supervised or warned.
- taking responsibility for learning by completing any and all assignments individually.
- completing any and all assignments according to the expectations of each individual teacher.
- ensuring honesty, transparency, and accountability in all your student activities.
The Academic Integrity plan and procedures as well as a student quiz may be found either on the department drive or on the ecampus page for Academic Integrity. Join at https://scps.instructure.com/enroll/9CATJA. Or sign up at https://scps.instructure.com/register and use the following join code: 9CATJA

**Sample Academic Integrity statements for assignments and syllabi**

Academic dishonesty of any sort will not be tolerated. This includes cheating on tests, copying homework, purposely turning in assignments after deadlines in order to copy corrected answers from classmates, use of cell phones for any reason during tests/quizzes, or missing exam administrations in order to ask classmates for questions prior to make-up. Also, working in a group does not give you permission to submit lab reports that duplicate your partners' conclusions, etc. You should also avoid searching the internet for homework/quiz answers unless otherwise instructed to do so. Uploading any documents provided by the teacher (or samples of your work) to websites for the purpose of sharing study resources is expressly prohibited. Infractions will be swiftly referred to administration and the HHS Academic Integrity team. Students will earn a zero on assignments in question. Make-up assignments may be given. However, they will be longer and harder than the original. The teacher reserves the right to give the make-up assignment to the entire class. From Dr. Jannotti’s syllabus

You are encouraged to study with other students, and to discuss questions on the homework assignments in general terms (“do you understand what we’re supposed to do on Problem 5?”). However, the work you turn in should be your own—you should not divide up the work so that one student does problems 1-5, the other 6-10, and then copy from each other. All numerical calculations should represent your own work.

By writing my name on this paper, I agree that the assignment was completed as directed by the teacher using the permitted resources, and the work was done by me.

All team members must sign the front page of the assignment to certify that

- all members participated in the assignment;
- no member plagiarized or cheated on the assignment; and
- no member facilitated academic dishonesty by inappropriately sharing this assignment with others.

In this course, all graded assignments will be explicitly designated as "team" or "individual."

- For team assignments, you will work on the assignment within your team, but may not share information with any other team.
- For individual assignments, you must work privately without any discussion or use of outside resources (such as Internet resources).

PLAGIARISM STATEMENT: I certify that this assignment/report is my own work, based on my personal study and/or research and that I have acknowledged all material and sources used in its preparation, whether they be books, articles, reports, lecture notes, and any other kind of document, electronic or personal communication. I also certify that this assignment/report has not previously been submitted for assessment in any other unit, except where specific permission has been granted from all unit coordinators involved, or at any other time in this unit, and that I have not copied in part or whole or otherwise plagiarized the work of other students and/or persons.

By clicking the "begin" or "submit" button, I acknowledge that the directions for completing the assignment have been or will be followed and that I have utilized only those resources specified by the teacher. I also acknowledge that I will not take screen shots and share them in any fashion, that I will not share questions or answers with others in any verbal, written, or electronic means, and that I have or will refrain from using internet searches, sites, or other electronic sources for the completion.