

Academic Integrity Policy

2016-17 Acknowledgement

Student Name: _____

Grade: 9 10 11 12

CCSD Student ID# _____

While working on Apex Learning online courses, the expectation is that students follow the same guidelines for academic integrity as they would in a traditional classroom setting.

Academic Integrity can be simply defined as “*the pursuit of scholarly activity in an open, honest and responsible manner*” (Teaching & Learning with Technology. Retrieved June 1, 2015, from Penn State University). Students are not to engage in, or tolerate in others, cheating, plagiarizing or any deceptive misrepresentation of their school work.

Academic Dishonesty Defined

Academic dishonesty consists of any deliberate attempt to falsify or misrepresent student work. Such acts as *cheating* and *plagiarism* fall under academic dishonesty. Examples include, but are not limited to:

- Submitting a paper or other works to be graded that you have not written on your own.
- Obtaining test or quiz materials prior to assessment without the instructor’s knowledge.
- Inappropriate use of graphing calculators, programmable watches, iPods, iPads, tablets, cell/Smart phones, and other computer or electronic devices.
- Using notes during a test situation (unless approved by the teacher prior to the test).
- Substituting another source, such as Cliff Notes, or other websites and sources, in place of an assignment.
- Discussing information about a quiz or test with students who have not completed the assessment.
- Looking up answers to Apex quizzes/tests/studies outside of the Apex program (ex. another website).
- Sharing student work that should be individually/independently produced.

Consequences based on level of severity

- **1st offense:** Teacher will respond to the incident with appropriate in-class consequence – failure of that particular assignment. Parent will be notified, as will the administrator at his/her appropriate high school, and incident will be documented in the student’s discipline file.

NOTE: *If it is a serious offense beyond what is listed above, such as accessing teacher account and modifying grades, students will automatically be moved to the second offense consequence – removal from the Apex online course with possible suspension or expulsion based on site administrator direction.*

- **2nd offense:** After one incidence of cheating of any kind, a second offense will result in failure of that particular Apex online course. There will be no exceptions, and the parents and administrators will be notified as well, and the incident will be documented in the student’s discipline file.

Student Agreement

I have read the academic integrity policy above and agree to follow these guidelines. I understand the consequences of any cheating or acting in an academic dishonest manner within Apex online course.

Parent Agreement

I understand the expectations of Apex online courses and the potential negative consequence of participation in cheating or acting in an academic dishonest manner.

Student Signature: _____

Date: _____

Guardian Signature: _____

Date: _____