

OMS and OHS 6-12 Academic Honesty Policy

Philosophy

Throughout history, original ideas have paved the way for others to expand and build upon those ideas. While it is important to use others' original ideas to push our ideas further, it is also important to give credit to those original sources. When students neglect to give credit to those sources, academic dishonesty is committed. Students need to ensure that work turned in as their own is indeed their own. The work must also include proper citations to avoid plagiarism.

Oxford Schools recognizes the destructive nature of academic dishonesty and has created the following guidelines to help stop it.

Types of Dishonesty

Plagiarism: Using another's thoughts, words, or work, in portion or entirety, and then representing that foreign material within one's document as one's own original work.

Examples: Student copies and pastes someone else's published work without proper citations. A student copies off another student's test. Student copies translated work from Google translator, another website or app.

Collusion: Allowing one's work to be reproduced, in portion or entirety, without proper and public citation and documentation.

Example: One student allows another student to copy his/her homework.

Duplication: Submitting another's work in its entirety as one's own.

Example: A student submits his/her sister's work from two years ago.

Invention: Creating information without history, support, or verification, and representing it as fact, either directly or through suggestion.

Example: A student creates a source.

Manipulation: Refashioning legitimately-borrowed information through any degree of alteration or withholding so that a student's argument appears more valid.

Example: A student alters lab data to make it fit their argument.

Expectations of Behavior

Use of Translators: Translators are used to access new knowledge or learning, not to demonstrate what you know in an assessment. Translators should not be used during a test, quiz or writing assignment.

Use of Technology: Use of computers, cell phones, or other assistive technologies are not allowed unless directed by your teacher during a test or quiz. Use of computers for projects and other writing assignments should follow proper citation standards.

Testing Behaviors: Use of notes, cheat sheets, classmates work, or other unauthorized resources during a test, quiz, lab, or on-demand writing is not allowed (unless specifically allowed by the teacher). To maintain the integrity of the assessment, students should not share or communicate test materials.

Collaboration Behaviors: Students working in collaborative groups on individual or group projects are expected to submit work demonstrating their own knowledge by following teacher guidelines and project expectations.

Penalties

Academic Dishonesty is considered a Category C infraction in the Student Code of Conduct, and the consequences vary across steps, depending on the number of occurrences and severity of the plagiarism committed. All offenses are subject to the student work in question receiving a zero, immediate parent notification, and a timely office referral. Students will have an opportunity to redo and submit an alternative assessment within a limited time frame. Once students submit the alternative assessment, the zero will be replaced with the score earned on the alternative assessment.

Standardized-External Assessments

All non-Oxford assessments will follow the policies dictated by the externally assessing organization.

Updated: October 2018