

## **Academic Honesty**

**Adopted: October 2005**

**Revised: October 2009, August 2011, June 2013**

**Last review: December 2016**

1 Note: Adapted from the University of California, Irvine Division of the Academic Senate

### 2 **Purpose**

3 The purpose of this policy is to define academic dishonesty and ensure that students are informed about  
4 what it is and the possible consequences of academic dishonesty.

### 5 **Policy**

6 Minnesota Online High School promotes an environment of honesty and integrity. Faculty, staff, and  
7 students all share in the responsibility for maintaining this environment. Academic dishonesty is  
8 unacceptable and will not be tolerated. Cheating, forgery, dishonest conduct, plagiarism, and collusion in  
9 dishonest activities devalue learning and its legitimacy for the entire community. It is essential that all  
10 members of our learning community accept individual responsibility for their work and ensure that  
11 academic honesty is maintained.

### 12 **Maintaining Academic Honesty and Integrity**

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14 MNOHS faculty should:

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- 16 • Keep the focus on learning.
  - 17 • Design assessments that promote academic integrity.
  - 18 • Make sure that students have the information and support they need to avoid academic  
19 dishonesty.

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20 MNOHS students and parents should:

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- 22 • Keep the focus on learning.
  - 23 • Make sure you understand the examples of academic dishonesty given below and how to avoid  
24 them.
  - 25 • Make sure you understand the procedures outlined below and the consequences of academic  
26 dishonesty at MNOHS.
  - 27 • Always check with the course instructor when in doubt—for example, about using a media file  
found on the Internet or about working on an assignment with a friend.

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### 30 Academic Dishonesty Defined

31 Academic dishonesty applies equally to electronic media and print, and involves text, images, and ideas.  
32 It includes but is not limited to the following examples:

#### 33 A. Cheating and Dishonest Conduct

- 34 1. Representing another person's work as your own with or without his/her permission.
- 35 2. Asking and/or having someone take an examination for you.
- 36 3. Allowing others to do the research and writing of an assigned paper for you (including use of  
37 the services of a commercial term-paper company).
- 38 4. Taking an examination for another student or allowing another student to copy your work.
- 39 5. Using online or automated tools (for example, an online translator or online equation solver)  
40 without getting your teacher's permission or in ways that violate the assignment guidelines given  
41 by your teacher.
- 42 6. Obtaining a copy of an examination or answer key without the teacher's permission.
- 43 7. Submitting the same work for credit in more than one course without consulting all teachers  
44 involved.
- 45 8. Forging or altering documents such as grade reports or transcripts, or tampering with  
46 recordkeeping software.

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#### 48 B. Plagiarism

- 49 1. Stealing or presenting as your own the ideas or words of another person—either directly  
50 (quotation) or indirectly (paraphrasing or summarizing in your own words without citing your  
51 source).
  - 52 • You must give credit for every direct quotation, for any summarizing or paraphrasing, and  
53 for any information that is not common knowledge.

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2. Using or incorporating in your own work the images or other creative works of another person without crediting the source.

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- You must credit the source, even if only minimal information is available to identify it.

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3. Sharing images, videos, music, and other media files without crediting the source or without the permission of the copyright holder.

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- Unless you have the permission of the copyright holder, you should link to media files you want to share rather than downloading or copying them

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### D. Collusion

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Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty.

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## Dissemination of Policy

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A. This policy shall be posted to the school's website and linked to from the Student Handbook; the MNOHS teacher training course; and each course in the learning management system.

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B. Teachers shall review this policy and the consequences of academic dishonesty with students regularly.

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## Implementation

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If a teacher has evidence of academic dishonesty she or he will follow the Academic Dishonesty

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Procedure which can be found in Teaching Online, the MNOHS teacher training course. This procedure

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guides a teacher's 1) communication with the student about the incident, 2) determination of appropriate

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consequences, and 3) record keeping. If the student's record indicates that an incident is not a first

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offense, or under other conditions outlined in the procedure, the teacher may refer the matter to the

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student's counselor and the Executive Director who may in turn involve the student's parent or guardian.

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The procedure also guides communication and sanctions in the event of a very serious first offense or of

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repeated offenses. Sanctions may include (but are not limited to) withdrawal from the course or

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expulsion from school.

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- 83 If the Executive Director proceeds with an expulsion, he/she will schedule an expulsion hearing before  
84 the MNOHS Board or an appropriate committee of the Board following the process outlined in the Pupil  
85 Fair Dismissal Act (Minn. Stat. Section 121A.47).
- 86 When any student charged with academic dishonesty wishes to contest an action by any staff, the student  
87 may do so in writing to the Minnesota Department of Education.