

3206 Academic Integrity

Education is an important and serious process. While academic grades can provide a useful measure of a student's mastery of academic content, the actual process of learning has greater and more significant effects. Thus, anything that sidesteps the process of learning, such as plagiarism or other forms of cheating for the sake of an academic grade violates the ideals of a Maeser education. Maeser is committed to the preservation of the learning process and expects students to maintain their academic integrity as they pursue their education.

1. Definitions
 - a. "Plagiarism" is the unacknowledged use or incorporation of the words, ideas, images, or other creations of the mind of someone else.
 - i. "Intentional plagiarism" is the deliberate use of words, ideas, images, or other creations of the mind of someone else as one's own without providing proper citation or attribution.
 - ii. "Inadvertent plagiarism" is the inappropriate but unintentional use of words, ideas, images, or other creations of the mind of someone else as one's own without providing proper citation or attribution.
 1. Inadvertent plagiarism often results from ignorance of proper rules for documenting sources or from carelessness.
2. The following actions violate academic integrity and will result in school discipline:
 - a. Submitting work which is not original includes
 - i. Students who obtain work, assignments, projects, or writing from others (e.g., parents, students, tutors) or from the Internet (e.g., essay mills or ChatGPT) or print sources.
 - ii. Using Artificial Intelligence (AI) (or any similar technology that generates content) to complete schoolwork, unless permission is explicitly granted by the teacher.
 - b. Plagiarism
 - i. Inadvertent plagiarism is inappropriate, and teachers should use the first instance of inadvertent plagiarism to educate and mentor students about the importance of academic integrity and intellectual honesty.
 - ii. Repeated instances of inadvertent plagiarism may be considered intentional plagiarism.
 - iii. Intentional plagiarism.
 - c. Violating the integrity of exams
 - i. Students who obtain answers from any outside source, including phones, watches, computer systems, or another person, are violating academic integrity.
 - ii. Students who have already taken an exam and then share specific information with anyone who has not taken the exam are also violating academic integrity.

- d. Unacceptable collaborating
 - i. Students should follow teacher guidelines regarding collaboration on assignments or projects, completing all work independently unless expressly instructed otherwise.
 - e. Lying or misrepresenting facts
 - i. Students who alter or omit the truth to gain an academic advantage (e.g., altering scores on self-scored assignments, lying to avoid taking a test or turning in an assignment) are violating academic integrity.
3. Consequences
- a. Teachers who suspect a violation of academic integrity must meet with the student.
 - i. In this meeting, the teacher will consider any potential mitigating factors, such as the age, maturity, and understanding of the individual student (e.g., Did the student realize what they were doing was wrong?).
 - ii. Teachers may contact and involve Administration at any point.
 - b. Any violation of academic integrity, as determined by the instructor, will result in disciplinary action by the instructor and/or administrators as follows:
 - i. 1st incident
 - 1. Meeting with the teacher
 - 2. Zero received on assignment/test
 - 3. Notification of parents
 - ii. 2nd incident
 - 1. Zero received on assignment/test
 - 2. Meeting with parents, teacher, and member of administration
 - 3. One day suspension
 - iii. 3rd incident
 - 1. Zero received on assignment/test
 - 2. Three day suspension
 - 3. Mandatory expulsion hearing
4. Students who directly witness or have evidence of academic dishonesty have an ethical responsibility to take appropriate action, including reporting the incident to school authorities.

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