

Achievement

Administrative Procedure – Academic Integrity

Academic dishonesty refers to cheating, copying, plagiarizing, or otherwise representing the work of others as one's own through verbal, written, graphic, electronic, or other means.

1. Forms of academic dishonesty include, but are not limited to, the following:
2. Looking at another student's answers, using a "cheat sheet" during a test; or, providing other students with the means to copy answers;
3. Downloading material verbatim from an online source and representing it as one's own without citing sources or crediting the author;
4. Copying in any form another person's computer program or software file and representing it as one's own;
5. Submitting work received through purchase or transfer as one's own;
6. Copying text in any form from a source, without proper citation, and submitting as one's own;
7. Altering by any means, or attempting to alter, course grades, test grades, rank in class, grade point averages, credits earned, or other confidential information about oneself or others;
8. Acquiring and/or distributing tests, answers to tests, answer keys, class projects, research papers, reports, or school-owned materials through verbal, written, graphic, electronic, or other means for the purpose of giving an unfair advantage to oneself or others;
9. A pattern of absences that occur during classroom assessments (exams, projects, presentations, etc.) may create a presumption of academic dishonesty and be subject to an alternative assignment or version of the assessment per teacher discretion.
10. Submission of work created or derived from artificial intelligence (AI), passed off as one's own work, that violates the District administrative procedures on the Use of Artificial Intelligence.

I. Use of Artificial Intelligence

This administrative procedure serves to establish the ethical, safe, and responsible use of Artificial Intelligence (AI) in the educational context, and to enforce rigorous academic integrity by preventing and penalizing plagiarism. The policy is aimed at promoting an environment conducive to learning, innovation, and intellectual growth. This policy applies to all students in District 214 who use AI applications or tools within the school environment.

The use of artificial intelligence as a substitute for original thought/content undermines the purpose for writing which is to provide students with an opportunity to practice essential skills and express their individual voice and understanding. Therefore, the use of artificial intelligence as a substitute for original thought/content is academic dishonesty (National Council of Teachers of English).

1. AI tools may be used for educational purposes, including research, learning, assessment accommodation, and modification for the purpose of meeting accessibility needs (ie: translation or modification of passages), in accordance with school guidelines and ethical considerations.
2. AI must not be used to engage in unethical behavior, such as cheating on assignments or tests. This includes, but is not limited to, the use of AI to generate answers for homework, manipulate data or results, or provide unfair assistance during assessments.
3. Users must respect data privacy principles when using AI tools. Unauthorized data collection or misuse of personal information is strictly prohibited.

4. The school administration reserves the right to monitor the usage of AI tools to ensure adherence to this policy. Any violation may result in consequences.

II. Plagiarism

1. Plagiarism, the act of presenting someone else's work, ideas, or words as your own without giving proper credit, is a serious offense.
2. Plagiarism includes copying work generated by AI without proper citation. AI-generated content should be acknowledged appropriately, similar to how one would cite a human author.
3. With all written content, students must understand and follow proper citation practices. The school will provide guidance and resources to facilitate this understanding.
4. Any instance of plagiarism, once confirmed by the content area Division Head, will be documented in the student information system and may lead to consequences as per the school's Academic Integrity Procedures.

Students determined to have been academically dishonest may be subject to disciplinary action. Depending on the severity of the offense, the number of offenses, the impact on other students and teachers, and/or on the curriculum, students may lose credit for a project or test and be subject to disciplinary action pending parent contact.

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