

# NGHS CODE OF ACADEMIC INTEGRITY

“Bulldogs do not lie, cheat, steal, nor do they tolerate these behaviors in others.”

**North Gwinnett High School Code of Academic Integrity** covers many different aspects. It establishes and defines violations and penalties for dishonesty involving homework/classwork, tests/quizzes, research papers and essays, media center, computer use, and calculators.

**“Being academically honest means only accepting credit for work that is your own and not giving or receiving Code violations include, but are not limited to:**

## **Homework/Classwork**

Teachers assign homework to reinforce classroom instruction and monitor progress or comprehension.

### **Violations:**

- Copying or paraphrasing all or part of another’s work
- Allowing another to copy or paraphrase your work
- Receiving help/working as a group on assignments identified as work to be done independently
- Turning in another’s work as your own

## **Tests/Quizzes**

Tests and quizzes are a teacher’s method to insure that a student understands a concept or idea.

### **Violations:**

- Passing, receiving or discussing test/quiz questions/answers to/from students in your or any class period by any means
- Copying or allowing someone to copy your answers
- Possessing or using a “cheat sheet”
- Obtaining a copy of test/quiz before it is administered
- Obtaining an unfair advantage before or during a test/quiz including, but not limited to, looking at someone else’s work, turning around, leaving books or notes open, signaling, deliberately and repeatedly choosing to miss classes through unexcused absences, tardiness or early dismissal to/from school to avoid taking a test or handing in an assignment.
- Turning in another’s test/quiz as your own
- In possession of inappropriate use of electronic devices

## **Research Papers/Essays**

Research papers and essays demonstrate a student’s ability to use resources and elaborate on a concept through writing. It is **IMPERATIVE** that students correctly document or cite sources of information in order to avoid plagiarism. Plagiarism is the act of stealing, using, and passing off as one’s own the writing, ideas, etc. of another.

### **Violations:**

- Copying phrases, sentences, paragraphs or entire documents without using quotation marks and properly documenting the source
- Paraphrasing or summarizing thoughts, ideas, or concepts without properly documenting the source
- Sharing work products with other students without teacher permission

## **Collaborative Learning Center (CLC)**

In order to provide a facility for research, the CLC must be used correctly. It is important to remember that misuse of any CLC resource deprives others from accessing information.

### **Violations:**

- Taking materials out of the CLC without properly checking them out
- Failing to return or renew CLC materials by due date
- Hiding CLC materials
- Cutting out, removing, or defacing pages or portions of pages from CLC materials
- Tampering with computers, computer programs, or databases in the CLC
- Violating the Acceptable Use Policy for the Internet and attempting to get past security blocks

## **Computer Labs**

Use of computers at North Gwinnett High School is a privilege that enhances learning. Computers for research and productivity are very valuable resources for every student. Students are asked to responsibly use the labs and computer equipment including, but not limited to, monitor, keyboard, mouse, all connecting wires, scanners, printers, switch boxes, etc.

### **Violations:**

- Attempting to breach security blocks
- Purposely introducing a virus into a computer
- Causing a computer to malfunction
- Accessing and/or corrupting anyone else’s stored data
- Making changes to or erasing anyone else’s work
- Submitting another’s work
- Downloading from the Internet a research paper, article or copyrighted image/work in its entirety or in part to submit as your own work
- Asking/Paying someone to write a research paper/essay for you
- Selling/Giving someone a research paper to submit as his/her own
- Violating the Acceptable Use Policy for the Internet

## Penalties for Violations of NGHS Code of Academic Integrity

Penalties for the Code of Academic Integrity violations may include, but are not limited to, one or more of the following:

- Out of school suspension
- Loss of eligibility for Honor Graduate status (for violations during junior or senior year)
- Removal from student leadership role
- Parent/guardian contact and meeting with administrator
- Administrative referral
- Record on discipline file
- In school suspension
- Discipline panel
- Revocation of parking permit
- Loss of privileges to use computers or other electronic devices on campus
- Prohibited from attending school functions (i.e. homecoming, prom, graduation)
- Loss of eligibility to exempt final exams (senior year)

### **Rationale for Code of Academic Integrity**

Our goal for North Gwinnett students is that education is an engaging and valuable experience in which students strive for the best with strong character and pride.

Establishing a code of academic integrity is important as we seek to grow character through honesty in our academic endeavors. This code develops a greater understanding for our faculty, administration, students, and parents of what constitutes cheating.

As we prepare students to function in society, we hope to instill in our students a sense of pride in only accepting credit where it is truly deserved. This not only promotes academic honesty, but it also develops personal integrity.