

## ACADEMIC MISCONDUCT

### Plagiarism

Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of G.W. Graham Secondary School. Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses. It may prevent further improvement in areas of weakness and delay the student in reaching his or her potential.

Plagiarism includes:

- Taking someone else's assignment or portion of an assignment and submitting it as your own
- Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source.
- Presenting the work of tutors, parents, siblings, or friends as your own.
- Submitting purchased papers as your own
- Submitting papers from the internet written by someone else as your own.
- Supporting plagiarism by providing your work to others, whether you believe it will be copied or not.

### Cheating

Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of G.W. Graham Secondary School. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Cheating robs students of their opportunity to become competent. Assignments should be considered individual unless the instructor states otherwise.

Cheating includes:

- Copying, faxing, emailing, or in any way duplicating assignments that are turned in wholly or in part, as original work.
- Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not.
- Using any form of memory aid during tests or quizzes without the express permission of the instructor.
- Using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation.
- Giving or receiving answers during tests or quizzes. It is your responsibility to secure your papers, so other students will not have the opportunity to copy from you or the temptation to do so.
- Taking credit for group work when you have not contributed an equal or appropriate share toward the final result
- Accessing a test or quiz for the purpose of determining the questions in advance of its administration.

All incidents of plagiarism or cheating will be dealt with in a serious manner. Among other consequences, plagiarism or cheating may result in loss of credit for the assignment or test.