Academic Integrity at Lincoln Charter:
Documentation, Information Ethics, and Plagiarism

Honest behavior is an expectation for all Lincoln Charter students. The purpose of this document is to create and maintain an ethical academic atmosphere in keeping with our school's mission. We hope to foster and encourage a desire in our students to contribute positively to our learning community, to become information literate and practice ethical behaviors in regard to information and information technology.

The teachers at Lincoln Charter understand and value the concept of intellectual property. We strive to teach students the ethics of responsibly documenting the ideas of others in all formats. To do so, we believe that we must not only teach the ethics and mechanics of documentation, but we must also hold students accountable for the ethical use of the ideas and words of others.

Therefore, all teachers will provide the instruction and scaffolding necessary for students to use research ethically, and all students are expected to exercise good faith in the submission of research-based work and to document accurately regardless of how the information is used (summary, paraphrase, and quotation) or regardless of the format used (written, oral, or visual). Plagiarism, in any form, is unethical and unacceptable.

What is plagiarism?

Plagiarism is using someone else's work, words and/or ideas and claiming them as your own.

Examples of plagiarism include:

• Direct copying of another's work which is submitted as the student's own (for example, from that of another student or other person, from an Internet source, from a print source, etc.)

• Lack of parenthetical in-text or in-project documentation

• Documentation that does not check out or does not match Works Cited/Works Consulted page

• Work that is submitted on final due date that does not include individual class process requirements

• Quoting, paraphrasing, or summarizing another person's words, sentences, paragraphs, or entire work without acknowledgment of the source

• Utilizing another person's ideas, opinions, or theory without acknowledgment of the source

• Copying another student's written answer – on any assessed materials

• Copying or allowing another student to copy a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own

• Working together on an independent assignment or working on an assignment where computer files and programs involved are shared, and submitting individual copies of the assignment as one's own individual work (i.e., labs)

In order to strive for success, the school community will work together to:

• Ensure that students ask questions and seek help from teachers and staff

• Follow the guidelines set up by each teacher and use proper documentation of sources

• Use parenthetical in-text or in-project documentation accurately and appropriately

• Use Works Cited and Works Consulted pages accurately and appropriately

• Submit only original work

Consequences of Plagiarizing and Opportunity for Learning:

Offenders will be subject to consequences outlined in the LCS Code of Conduct. Students will receive a zero for the work in question.

Repeat offenses may be subject to progressively serious consequences: for example, ISS, OSS, course failure, removal of or suspension from academic honors and/or leadership roles. Each year students begin with a "clean slate."

Procedure:

When a teacher has reason to believe that plagiarism has occurred, the following steps will be taken:

- Teacher/School Action

• The teacher will investigate the matter.

• The teacher will communicate the outcome of his/her investigation to the administration, student and parents.

• The administration has the discretion to apply an additional consequence for repeat offenses.