# Academic Integrity Policy

MS 51 has high expectations for all its community members to be good and honest citizens who uphold our Code of Conduct.  We expect students to display kindness, *academic honesty*, and excellent character in the classroom and in the community at large.  All students have the right to be safe and respected so that they are free to learn every day of the school year.  Infringements of academic honesty (see examples below) violate a teacher's or classmate's trust and respect and may have serious consequences.  It is our aim to teach students how to avoid violations and adhere to the character expectations which uphold academic integrity and our Code of Conduct, however, it is each individual's responsibility to understand and avoid **academic dishonesty** and/or plagiarism.

**WHAT IS PLAGIARISM?**
**Simply stated, plagiarism is an act of fraud involving both stealing someone's work and/or lying about it.  According to The Merriam-Webster Online Dictionary, to "PLAGIARIZE" means:**

- To steal and pass off (the ideas or words of another) as one's own
- To use (another's production) without crediting the source
- To commit literary theft
- To present as new and original an idea or product derived from an existing source

**Plagiarism can easily be avoided by citing sources- giving credit when due.  By acknowledging  that certain information, ideas, details,  or material you are using in your work have been "borrowed" or built upon from someone else's work  and providing your audience with the necessary information to find that source is usually enough to prevent plagiarism.**
**ALL of the following are considered plagiarism or academically dishonest and therefore violations of the Integrity Policy:**

- Turning in anyone else's work as your own
- Turning in work heavily influenced or crafted by anyone other than the student (i.e. parent, tutor, sibling)
- Cheating on a test
- Copying homework or classwork from another student (even with "permission")
- Asking or pressuring another student to share answers or academic work
- Copying words or ideas from someone else without giving credit (including text from books or the internet)
- Failing to use quotation marks when necessary
- Giving incorrect information about the source of a quotation
- Copying so many words or ideas from a source that it makes up the **majority** of your work, even if cited
- Engaging in online language translation (i.e., from one language to another)

**Appropriate consequences will be determined by the teacher and/or administrator.  Range of possible consequences for violations of the Academic Integrity Policy, as stated in the <u>Citywide Standards of Intervention and Discipline Measures</u> (see B30/B31), include but are not limited to:**

- A zero on that assignment
- A lowered conduct grade
- Lunch detention(s)
- Inability to participate in selected school activities
- Family contact/conference

### FOR FURTHER INFORMATION ON PLAGIARISM VISIT:

- **Plagiarism.com** and Turnitin.com for definitions and ways to prevent plagiarism.

- **MS51library.org** for middle school expectations on <u>Ethical Behavior in Use of Information</u>

- ***DOE Internet Acceptable Use*** for the <u>NYCDOE Internet Acceptable Use and Safety Policy</u>.

# CODE OF CONDUCT

**It is my responsibility to bring honor and good character to the MS 51 community by respecting the rights and differences of others, by being trustworthy and caring, and by always taking ownership for my actions. In a show of good citizenship:**

- I will never knowingly, by word or deed, injure anyone's person, feelings, or property

- I will be honest and courteous with other people at all times

- I will always aspire to be a leader and model of integrity

- I will not bully or intimidate others

- I will honor the 'Community Responsibilities' as stated in the Agenda Book, including but not limited to the Academic Integrity Policy and safe, responsible, and appropriate use of the internet

- I will always be honest with myself