

Definitions and Terms Supporting this Honor Policy¹

- **Honesty:** Tell the truth, present your work accurately and give credit for all sources
- **Integrity:** Act in accordance with personal high moral principles, cooperate with efforts to maintain high moral principles, encourage high moral principles in others
- **Respect:** Consider each academic project as a chance to earn trust, support a community that values learning and learners, demonstrate self-respect
- **Responsibility:** Be willing to own what you do as demonstrated by your best effort, embrace and advance the common good of our community, have the courage to do what is right
- **Paraphrasing:** A restatement of a text in the writer's own words and requiring citation of the original author's idea(s)
- **Referencing/Citing²:** Providing a source of information (as a book, magazine, journal) to which a reader is directed for supporting information, Specific text that refers a reader to another source of information or gives credit for a quote, idea or the results of a study

Definitions of Academic Dishonesty^{3 4 5}

- **Cheating or Violations of Testing Procedures** are recognized as deliberately seeking one's own gain in academic, extracurricular, or other school work in order to (or with the intent to) gain an unfair advantage include, but are not limited to:
 - Unauthorized exchange of information during a test or while others are taking a test,
 - Copying from others during a test or examination,
 - Using unauthorized materials (electronically on calculators or cell phones or crib notes) to complete an examination or assignment,
 - Copying parts of an exam and giving it to other students who have to take the test,
 - Changing, altering, or being an accessory to changing or altering a grade on a test, assignment, or project,
 - Violating any other specific procedures specified by the teacher,
 - Unpermitted collaboration on assigned work, or work submitted by any student, including but not limited to papers, projects, products, lab reports, other reports, and homework,
 - Creating a disadvantage for another student by hoarding or by sabotaging materials or resources,
 - Unauthorized prior knowledge and/or use of tests, quizzes, midterms, finals, or other assignments,
 - Having another individual take a test or prepare an assignment, or assist in the test or assignment without approval.
- **To Lie or Commit a Fraud:**^{6 7 8} To make a statement one knows is false, with the intent to deceive or with disregard for the truth; to give a false impression. Lies can be made verbally, in writing, or by gestures that are intended to convey a false impression or understanding. With

¹ Radnor High School, Radnor, PA – Public –

http://radnortsd.schoolwires.com/60020315135951217/lib/60020315135951217/honor_code_07aug30.pdf

² Merriam-Webster Online – <http://www.m-w.com/>

³ American Heritage Dictionary, 3rd Ed.

⁴ W.T. Woodson H.S. Honor Code, Fairfax, VA – Public – <http://ethicsed.org/programs/integrity-works/pdf/WoodsonVA.pdf>

⁵ Montgomery Blair High School, Silver Spring, MD – Public – <http://silverchips.mbhs.edu/inside.php?sid=438>

⁶ Webster's New World Dictionary, 3rd Ed.

⁷ Radnor High School, Radnor, PA – Public –

http://radnortsd.schoolwires.com/60020315135951217/lib/60020315135951217/honor_code_07aug30.pdf

⁸ Staples High School, Westport, CT – Public – <http://ethicsed.org/programs/integrity-works/pdf/StaplesCT.pdf>

regard to academic performance, conduct that constitutes lying includes, but is not limited to, cases illustrated by the following examples:

- Fabrication of data or information (i.e., making it up) 1. Citation of information not taken from the source indicated. This may include incorrect documentation of secondary source materials; e.g., using the bibliographic information from a source instead of going to the original source yourself, 2. Listing sources in a bibliography not used in the academic exercise, 3. Submission in a paper or other academic exercise of false or fictitious data, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data, 4. Submitting as your own any academic exercises prepared totally or in part by another,
 - Forgery of signature on documents for school record,
 - Changing a grade or attendance record in a teacher's grade book or in the attendance records,
 - Making statements that you know or reasonably should know have caused a false impression or understanding to have been created, and failing to correct the false impression or misunderstanding.
- **Stealing:** encompasses taking or appropriating without the right or permission to do so and with the intent to keep or improperly use the school work or materials of another student or the instructional materials of a teacher. Some examples are stealing copies of tests or quizzes, illegitimately accessing the teacher's answer key for tests or quizzes, stealing the teacher's edition of the textbook; stealing another student's homework, notes, or handouts.
 - **Multiple Submissions:** Submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher.
 - **Complicity:** Facilitating any of the above actions or performing work that another student then presents as his or her own work (e.g., copying someone's homework or allowing someone to copy homework).
 - **Interference:**⁹ Interfering with the ability of a fellow student to perform his or her assignments (e.g., stealing notes or tearing pages out of books).
 - **Plagiarism:**¹⁰ The copying of language, structure, programming, computer code, ideas, and/or thoughts of another and passing off the same as one's own original work, or attempts thereof. Such acts include, but are not limited to, having a parent or another person write an essay (including the purchase of works on-line) or do a project which is then submitted as one's own work; failing to use proper documentation and bibliography.” (See Appendix 1.)

⁹ Council Rock High School, Council Rock, PA – Public – <http://www.crsd.org/5039511188345/site/default.asp>

¹⁰ Langley High School, McLean, VA – <http://www.fcps.edu/LangleyHS/honorcode.html>