

MVHS POLICY ON ACADEMIC INTEGRITY

Homework Assignments and Course Assessments

Homework assignments, essays, unit quizzes, midterm exams, and final exams may be reset upon student discussion with the course instructor when course assignments and previous course assessments (quizzes) are at a passing level. This includes essay assignments and unit tests in accordance with the plagiarism policy (if applicable).

Academic Integrity

MVHS expects a full commitment to academic integrity from each of our students. By enrolling in MVHS your commitment to academic integrity as a student at MVHS will be recorded.

- a) Your work on each assignment will be completely your own.
- b) Your collaboration with another classmate on any assignment will be pre-approved by your instructor.
- c) You will not practice plagiarism in any form.
- d) You will not allow others to copy your work.
- e) You will not misuse content from the Internet.

Plagiarism

What is it and why does it matter?

Plagiarism is using other people's words, phrases, or ideas without giving them credit. Even if you put someone else's ideas into your own words, you must still give them credit. Plagiarism can also take the form of copying the organization and/or sentence structure of another source. Plagiarism is intellectual theft and is unethical. Many colleges and universities expel students who have been found guilty of plagiarizing.

When do I need to document sources used in an assignment?

Here are general guidelines that will help you determine if you need to document any sources used in an assignment. If you have any questions about whether you should document a source, ask your teacher before you turn in the assignment.

You need to document your sources in the following situations:

- ~ When you use or refer to someone else's words or ideas from a magazine, Book, newspaper, song, TV program, movie, Web site, computer program, or any other format.
- ~ When you copy the exact words from a source.
- ~ When you paraphrase or summarize someone else's words or ideas.
- ~ When you copy or reprint any diagrams, charts, illustrations, or pictures.

You do NOT need to document sources in these situations:

- ~ When you write from your own experiences, observations, or insights.
- ~ When you write about your own conclusions about a subject or event.
- ~ When you are using common knowledge that can be found in several sources.

An example of common knowledge is: George Washington was the first president of the United States. This is a fact that is found in several sources.

How do I document sources in my assignment?

If you have any questions about documenting sources in an assignment, ask your teacher before you turn in the assignment. Also, here are links to information about MLA documentation style, which is the format that many MVHS teachers prefer:

- <http://owl.english.purdue.edu/owl/resource/747/01/>
- <http://www.wisc.edu/writing/Handbook/DocMLA.html>
- http://campusgw.library.cornell.edu/newhelp/res_strategy/citing/mla.html

Consequences for Plagiarizing at Minnesota Virtual High School

If a student plagiarizes an assignment in whole or in part, (s)he may retake the assignment for 50% credit. Notation of the plagiarism will be documented in the student's MVHS permanent record. If the student should plagiarize another assignment in any subsequent class or subsequent term, (s)he will automatically receive a zero for the assignment with no chance of retaking it. The school district will be notified regarding each occurrence of plagiarism and appropriate disciplinary action will be taken. **When in doubt, ask your teacher!**