

# Academic Integrity

Having academic integrity means that when it comes to academic endeavors, you are honest and responsible.

You don't do anything

to give yourself an unfair academic advantage, and the grades you receive are a result of your own efforts.



*Never compromise your academic integrity by doing the following:*

- ▶ cheating or helping others cheat on a test
- ▶ copying something from the internet or another source without acknowledgment
- ▶ receiving information about a test from someone who's already taken it
- ▶ summarizing another's ideas without recognizing where they came from
- ▶ copying someone else's homework
- ▶ providing false information or excuses for incomplete assignments or absences

## Using Artificial Intelligence

Some students use ChatGPT or other automated writing tools to generate schoolwork that they pass off as their own. To maintain your academic integrity, never use ChatGPT or another form of AI to generate research papers or complete assignments. It is a form of cheating.

# Avoiding Plagiarism

Avoiding plagiarism is a key component of academic integrity. Plagiarism is passing off someone else's ideas as your own. Teachers take plagiarism very seriously, and they might not care if it was done unintentionally.

To avoid plagiarism, always cite your source (say where the information came from) when you use someone else's ideas. This applies to quoting, paraphrasing, and summarizing.

- ▶ **Quoting – using someone's exact words.** Always put quotes in quotation marks and give credit to the author.
- ▶ **Paraphrasing – taking an idea or passage from a source (book, article, the internet) and putting it into your own words.** You don't have to use quotation marks, but you must still give credit to the source.
- ▶ **Summarizing – taking only the main ideas within a source and putting them into your own words.** Like a paraphrase, quotation marks are not required, but you must say where the information came from.

If you have questions on how to properly cite a source, talk to your teacher.

*Having academic integrity means doing the right thing, even when no one is looking. It's about being honest about your academic work and accomplishments—and about being the kind of person that others can count on to be responsible and trustworthy.*