

Use of Information Resources and Academic Integrity

In order for students to experience a diverse curriculum, the Board encourages employees to supplement their regular curricular materials with other resources. In so doing, the Board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for plagiarism, unauthorized copying or using of media, including, but not limited to, print, electronic and web-based materials, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research providing that all fair use guidelines are met.

While the school district encourages employees to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of employees to abide by the school district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for school district staff to violate copyright requirements in order to perform their duties properly. The school district will not be responsible for any violations of the copyright law by employees or students. Violation of the copyright law by employees may result in discipline up to, and including, termination. Violation of the copyright law by students may result in discipline, up to and including, suspension or expulsion.

Parents or others who wish to record, by any means, school programs or other activities need to realize that even though the school district received permission to perform a copyrighted work does not mean outsiders can copy it and re-play it. Those who wish to do so should contact the employee in charge of the activity to determine what the process is to ensure the copyright law is followed. The school district is not responsible for outsiders violating the copyright law or this policy.

Any employee or student who is uncertain as to whether reproducing or using copyrighted material complies with the school district's procedures or is permissible under the law should contact the librarian or media coach who will also assist employees and students in obtaining proper authorization to copy or use protected material when such authorization is required.

Use of research and graded work by students must include proper source citations and copyright protections must be strictly adhered to. Students are expected to do their own schoolwork. Academic dishonesty includes looking at another student's schoolwork without

permission, copying others' work, copying from other unauthorized sources such as past exams, websites, or unauthorized use of devices. Academic dishonesty is strictly prohibited. Students may face disciplinary measures as outlined in the administrative guidelines if found to have engaged in academic dishonesty.

It is the responsibility of the superintendent, in conjunction with the Board, to develop administrative regulations regarding this policy.

Adopted: June 9, 2025

Cumulative instances by grade level bands – PK-5, 6-8, 9-12

- Wipe flags after 8th grade
- History of the flag stays but removes it from the roster
- Grade level band history stays intact regardless of IDT to another building
- 9th grade teachers should look at history if there is an incident or suspicion.
- Need to emphasize reteaching before jumping to referral
- Code in IC
 - **Major – on a summative**; district assessment = flag in Infinite Campus
 - Minor – on a formative, homework = reteaching moment, used for documentation, record in behavior notes

Standardized consequences across the district to embody academic integrity should include:

First instance of plagiarism on a summative assessment

- Teacher emails/calls/Teams w/ the student and parent (this is a teachable moment and reteaching of module/lesson on academic integrity)
- Student takes Tier 1 module from beginning of the year - Needs to be immediate!
- Refer to CLC retake policy for the assessment
 - Zero (first attempt) with option to complete retake per CLC policy for that assessment
- Teacher resets the activity, essay, quiz, project, etc. after communicating with administrator.
- Document in Infinite Campus as a major

Second instance of plagiarism on a summative assessment

- AP or designee emails/calls/Teams w/ the student and parent and cc's the principal
- Student retakes a different (Tier 2) academic integrity reteaching module/lesson.
- Refer to CLC retake policy for the assessment
 - Zero (first attempt) with option to complete retake per CLC policy for that assessment
- Teacher resets the activity after communicating with administrator.
- Document in Infinite Campus as a major