

### Ethical Behavior in School

#### The Principles of Ethics:

- Honesty
- Golden Rule
- Responsibility
- Compassion
- Perseverance
- Respectfulness
- Cooperation
- Civic Duty
- Courage

#### Ethical Practices

- Do your own work unless otherwise directed by teacher
- Complete each daily homework assignment with a focus on what is to be learned
- Refrain from acts of academic dishonesty
- Do not take credit for work done by anyone else
- Refuse to aid any form of academic dishonesty
- Read, understand, and abide by your school's academic honesty policy.

#### Unethical Practices:

**Cheating:** the use of notes, documents or answers during tests, or the copying of one student's completed assignments or answers by another; allowing another to do the same; or having access to information such as formulas or calculations, notes etc., except where expressly allowed. Giving or receiving limited help in trouble-shooting a part of an assignment is not normally considered cheating. However, allowing another student to write any part of an assignment, copying another's file or assignment, and excessive collaboration on assignments, are all considered cheating (unless specifically approved otherwise). The student providing such assistance is considered to be cheating as well. Never allow another student to look at your assignment nor to borrow your electronic file. It is also considered cheating for a student to have access to unauthorized information designed to assist during a test. Having access to an answer or related information in whatever form, whether or not it is used, is considered cheating.

**Plagiarism:** the use of another's words, ideas, or creative productions without assigning credit to the original source. To plagiarize is to take ideas or words of another person and pass them off as one's own. In short, it is stealing something intangible rather than an object. Obviously, it is not necessary to state the source of well-known or easily-verifiable facts, but students are expected to acknowledge the sources of ideas and expressions they use in their written work, whether those expressions are quoted directly or paraphrased. To provide adequate documentation is not only an indication of academic honesty, but also a courtesy which enables the reader to consult your sources with ease. Failure to do so constitutes plagiarism. It is also considered plagiarism and/or cheating if a student submits a paper written in whole or in part by someone other than himself or herself, or copies the answer or answers of another student in any test, examination or take-home assignment.