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## Issaquah School District

### Student Code of Conduct

1. Posting anonymous messages is not permitted except for the express purpose of collaborative writing. Impersonating another person is also strictly prohibited.
2. Use only your own user name and password, and do not divulge these to anyone.
3. Do not aid anyone in gaining unauthorized access to password-protected Apex pages.
4. Do not publicly post your personal contact information (address and telephone number) or anyone else's.
5. Do not publicly post any messages that were sent to you privately.

### Academic Integrity

Academic integrity violations are tracked throughout a student's high school career (grades 9-12). Academic integrity violations include, but are not limited to:

- Plagiarizing or submitting any part of another person's work as representing one's own scholarship.
- Distribution/sharing of class assignments or test information in either written or verbal form to another student without teacher permission.
- Unauthorized Collaboration – working with others without the specific permission of the instructor on assignments that will be submitted for an individual's grade. This applies to in-class or take-home assignments/homework, projects, tests, or labs.
- Collusion – supporting the lack of integrity/honesty by another student, as in allowing one's work to be copied or submitted for assessment by another. Collusion also includes the use or sharing of identical or highly similar passages of one's own work, or the work of another, unless specifically authorized by the teacher.
- Cheating – using notes or other materials without a teacher's permission on tests and assignments.
- Technology Malpractice – any misuse or abuse of private or public technology in relation to grades or in acquiring an academic advantage, including infractions of the school technology user agreement, language translation websites, cell phone messaging or picture transmission.

### Consequences for Violation of Academic Integrity/Honesty

The degree or level of violation of the academic integrity/honesty, including specific circumstances, will be weighed in each case. Depending upon the severity of the violation, consequences may be accelerated even for a first time offense.

#### Standard Consequence for 1st violation is:

- Failing grade for the assignment/ test/project
- Parent contact

#### Standard Consequence for 2nd violation ranges from:

- Failing grade for the assignment/test/project
- Parent contact
- If the same grading period as the first violation: Loss of credit with a failing grade and possible withdrawal from the course, including a reduction and possible rearrangement of the student's academic schedule
- Possible short-term suspension
- Please note – if the course is a graduation requirement, the student will need to take responsibility to make up the course requirement

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## Apex Academic Honestly Policy

The student body and staff are opposed to all cheating, plagiarism, and dishonesty. To support this policy, certain safeguards are in place for academic security. For such a policy to be meaningful, the support of all students and parents is required.

**Cheating:** Any intentional giving/discussing/using of external assistance relating to examination, test or quiz without the express permission of the teacher.

**Fabrication:** Any intentional falsification or invention of data, citation, or other authority in an academic exercise.

**Unauthorized collaboration:** Intentional collaboration of an assignment between a student and another person, if such collaboration is not permitted.

**Plagiarism:** Any intentional use of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published/copyrighted material, whether written or visual, and/or the work of other students.

**Theft or alteration of materials:** Any intentional or unauthorized taking, concealment, or alteration of student, teacher, office or library materials.

**Pattern of test avoidance:** A pattern of absences on test days or major assignment due dates for the apparent advantage of performing better at a later date or for gaining extra working/studying time.

**Pressure for unsubstantiated grade changes:** Any student request for a raised grade that is not based on mistakes in correction, recording, averaging, or other clerical error.

**Abusive conduct with computers and the network:** Includes, but is not limited to, prohibited use, damage or theft of system hardware or software; the altering of any system software or software configurations; placing unlawful information, computer viruses or harmful programs on any computer; and pirating copyrighted software.

**Prohibited Use** Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to, distribution of:

- a) Information that violates or infringes upon the rights of any other person.
- b) Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- c) Advertisements, solicitations, or political lobbying.
- d) Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime.

**Unauthorized electronic entry:** Any entry without permission. Accessing, downloading and/or printing of materials that are considered by staff to be pornographic, unlawful, obscene, or otherwise objectionable.

*All students will have due process in the handling of the infractions listed in this policy. Possible penalties for infractions include: parent notification, lowering of academic grade, removal from class with F, detention, suspension, and expulsion.*

*Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or district security administrator may close an account at any time if deemed necessary.*