ACADEMIC HONESTY

As members of **Fuel Education** (**FuelEd**), students have a responsibility to conduct themselves with the highest standards of honesty and integrity. Academic honesty is one of the most important characteristics of any class. Through **FuelEd**, students are given the opportunity to achieve academically through an online environment; therefore, it is very important that mutual trust exists between instructors and students.

Accordingly, honesty in all academic matters is expected from all students. Any attempt to cheat, plagiarize, falsify information, or receive credit for work you did not do will be considered dishonest behavior and will be dealt with accordingly by the instructor, mentor, and the **FuelEd** administration.

The following are examples of some, but not all, acts that are considered dishonest behavior.

1. Plagiarism - representing another's ideas, words, expressions, or data in writing or presentation without properly acknowledging the source.

2. Submitting work through the use of another person's password/login is considered dishonest behavior. Student logins/passwords are confidential information that should not be shared with others. Any assignments, work, or projects posted while using another student's login will be considered plagiarism.

3. Cheating - intentionally using or attempting to use unauthorized material, assistance, or study aids in any academic work. Cheating includes copying another student's work and submitting it as your own.

4. Performing work or taking an examination for another student *OR* having another perform work or take an examination for you.

5. Falsification and/or misrepresentation of data (submitting made up data or sources).

6. Computer crimes - damaging computer programs, hacking, constructing viruses, introducing viruses into a system, copying programs, etc.

7. Inappropriate use of email, discussion forums, or synchronous chat rooms (**Blackboard Collaborate**).

8. All work submitted in a world language course must be the original work of the student, therefore the use of outside resources such as online translators, dictionaries, or family/friends/tutors who speak the target language is strictly forbidden.

APPROPRIATE BEHAVIOR

In addition to practicing academic honesty, students are also expected to demonstrate respect toward their instructor and classmates at all times.

The following are examples of some, but not all, acts that will be considered inappropriate behavior in an online course:

1. Offensive language used in email, course messages, discussion board postings, course assignments, etc. In addition, students will be expected to follow the appropriate conventions of English (i.e. spelling, grammar, sentence structure, word choice, etc.) to ensure that ideas are clearly communicated.

2. Cyberbullying of any form. Cyberbullying includes, but is not limited to, harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of email, instant message, text message, picture, or website. These messages will be considered cyberbullying if the act is:

    a. Emotionally, mentally, or physically harmful to a student or staff member

    b. Places a student or staff member in reasonable fear of physical or emotional harm

    c. Is persistent to the extent that it creates in intimidating or threatening educational environment

    d. Interferes with the education of another student

ADDITIONAL NOTE

Students are responsible for their own learning. If a student is unable to login to course websites, or experiencing any other difficulties with technology or communication in the course, it is his/her responsibility to proactively seek help in finding a solution. Contact information for mentors, instructors, etc. should be stored offline so that it is accessible at all times. In addition, students can visit the *Service Station* to find answers to FAQs and/or submit a ticket for assistance.

CONSEQUENCES

Any instances of academic dishonesty and/or inappropriate behavior will be communicated to the student's mentor. Traditionally, the student's local school's discipline policy will be followed and the student's mentor will determine appropriate consequences.

Possible action may include:

*   Loss of grade points

*   Disciplinary action via local school in accordance with local school or district policy

*   Removal from the course

*   Failure to receive credit for the course

However, if the student's behavior directly threatens the safety of the learning environment, **FuelEd** administration may implement disciplinary action immediately without local school approval.