

## Introduction

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The online world is vast and ever-changing. As an online student you have information at your fingertips and the ability to use it as you choose. Taking online classes gives you the flexibility to work at your own pace, work with a teacher and complete your studies. However, with this freedom comes the concern over possible plagiarism in your work. Students who plagiarize may experience academic consequences such as a failed report, test, course or grade.

### *ALVS teachers are asking you, as a student, to do three things:*

1. Show a clear understanding of the materials you have just read, with your own thoughts, in your own words.
2. Identify outside sources if used.
3. Respond to assignments in your own words, not from another outside source.

## What is Plagiarism?

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Plagiarism encompasses any act that compromises or subverts the integrity of the educational or research process. Specifically, it means:

- **To steal and pass off the ideas or words of another as one's own**
- **To use another's work/production without crediting the source**
- **To present as new and original an idea or product derived from an existing source**

Essentially, plagiarism is an act of fraud because it is an attempt to receive credit for work that is not one's own and it can warrant serious consequences in the academic and professional arena.

### Examples of Plagiarism:

- Quoting another person's words, sentences, paragraphs, or entire work without adequate citation of the source.
- Utilizing another person's ideas, opinions, or theory without adequate citation of the source; paraphrasing source material without in-text citations.
- Copying and pasting from an online source and submitting it as one's own work without adequate citation of the source.

## The ALVS Plagiarism Policy states:

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To maintain academic integrity, Apex Learning Virtual School requires that all student work be entirely the result of one's own effort. **Teachers will not award credit to work that is plagiarized** and you, your coach/mentor/parent will be notified of a plagiarism occurrence. It is our goal as teachers that students never put themselves in a situation where they compromise their academic integrity. Apex Learning Virtual School (ALVS) will work to provide guidance and instruction towards achievement of that goal.

ALVS students are encouraged to follow the specific guidelines of assignments in their coursework and to use their best judgment when it comes to submitting original work; if questions arise concerning whether or not a potential submission constitutes plagiarism, students may contact their instructors before submitting the work to clarify and avoid potential consequences of losing credit through plagiarism.

## Plagiarism Correction Process

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**Correction Procedure:** The following plagiarism correction process applies to all activity conducted by students enrolled in Apex Learning Virtual School courses. Students that commit plagiarism at Apex Learning Virtual School will be held responsible and accountable for their actions. The following correction procedure outlines the process that takes place when instances of plagiarism occur. The goal of the procedure is to provide students and their parent/guardian or other adult advocate with both a clear, documented notification of the plagiarism occurrence and an opportunity to correct it.

### **First Occurrence:**

1. Teacher thoroughly investigates and documents any supporting evidence of plagiarism.
2. Teacher informs the student, adult advocate(s), and Department Chair that the breach of the Plagiarism Policy has occurred.
3. Teacher assigns a zero on the assignment. The student may earn back credit as long as their adult advocate (coach or mentor) has acknowledged the offense and requested the opportunity to earn back credit. Unit and Final Exams may not be redone to uphold the integrity of the assessment.

### **Two or More Occurrences:**

1. Teacher thoroughly investigates and documents any supporting evidence of plagiarism.
2. Teacher informs the student, adult advocate(s), and Department Chair that further breaches of the Plagiarism Policy have occurred.
3. A zero is assigned to all plagiarized work with no option to earn back credit.

## *So, what can you do to avoid plagiarizing?*

### 1) **Say it in your own words.**

**Never** copy and paste information found online into your assignment to explain or define something as if it's your own original work. When researching something online to help you complete an assignment, **put it in your own words** and make sure **what you include is authentically coming from you**.

### 2) **Cite your resources.**

If you do quote a book, article, or other online resource, make sure to include quotation marks AND the author, work, or source. Here's an example:

As Dr. Seuss once said, "Why fit in when you were born to stand out?"

### 3) **Ask your teacher.**

Not sure if you did it right? Ask your teacher if you aren't sure if you've cited a source correctly or successfully restated something in your own words.

### 4) **Budget your time and avoid stress.**

By paying attention to the suggested due dates shown on your dashboard calendar, you can avoid trying to submit multiple assignments at once with little time to complete them. If you are feeling panicked, ask for help from your teachers. They are there to help you understand topics, articulate what you've learned, and submit work that is truly your own.

## How ALVS Can Help:

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Your ALVS teachers can guide you through this process and provide even more tips and insight on how to become strong and effective authors of your own content. The chat feature on the ALVS website is a great option for you to get more information or clarification as well.

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