

Bunker Hill High School Honor Code

Plagiarism and cheating are rapidly growing problems in many venues today. Because it is so easy to locate information using the Internet, students have given in to the temptation to take materials found there, and in various other places, and use them for their own. This problem needs to be addressed by all who are in the education field—by teaching the observance of proper citation and copyright compliance and by making sure students know that stealing someone else’s work is wrong. The purpose of this honor code is to help reduce these problems by educating our students and providing our staff with a means to deal with these problems.

According to *Webster’s New World Dictionary*, to *plagiarize* is to “take the ideas, writings, etc. from another and pass them off as one’s own.” The person whose ideas or sentences you are passing off as your own has worked hard to write down his or her ideas. If you copy another’s work, you are not really working at all; you are not learning anything; you are not processing the information in any way. In fact, you are just copying. Teachers want you to do more than that in a research paper. They want to know that you have processed the information in some way. To show them that you understand the material, you need to put the ideas that you are learning into your own words. You can do this by summarizing or paraphrasing the material. You also need to document (give credit to your source) where you found your information. There are several styles of documentation, including the use of in-text citations and footnotes.

To avoid plagiarizing, you must give credit whenever you use:

- Another person’s idea, opinion, or theory
- Any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge
- Quotations of another person’s actual spoken or written words
- A paraphrase of another person’s spoken or written words

Plagiarism includes but is not limited to:

- Students buying papers or securing a paper over the Internet and passing it off as their own
- Students copying word-for-word entire sections of a book or article or Internet source into their paper and not documenting the source in any way
- Students summarizing, or putting into their own words, large portions of material from books or articles or Internet sources and not documenting the source in any way
- Students paraphrasing or summarizing a sentence or paragraph here and there from a source and not documenting the source with either a footnote or an in-text citation
- Students copying another student’s work, either in part or in whole

A teacher, as the professional who best knows his/her students' writing, including diction, syntax, vocabulary, and style, is the best line of defense against plagiarism.

Once again, quoting from *Webster's New World Dictionary*, to *cheat* means "to deal with dishonestly for one's own gain." If you are cheating, as with plagiarism, you are not doing the required work; you have not learned the material on which you are being tested, so you are passing off the work of another person as your own, or you are being dishonest in some way. You are not learning; you are not processing the information. You are just copying or getting the answers in a fraudulent manner.

Cheating includes but is not limited to:

- Plagiarism
- Using notes that are written on small pieces of paper, hands, shirt cuffs, desks, etc., during a test when teachers have specified that no notes are to be used.
- Looking on another student's paper during a quiz or test and copying answers
- Allowing another student to look on your paper during a test for the purpose of copying answers
- Verbally giving answers to another student during a testing session, or mouthing the answers to another student and allowing him/her to read your lips
- Giving answers to another student by means of signals, notes, etc. during a testing session
- Receiving answers from another student in any manner during a testing session
- Using text messaging on a cell phone to either give or receive answers
- Copying another student's work (homework, class work, test answers, essays, research papers, etc.), either in part or in whole

Discipline and consequences for acts of plagiarism and cheating should be specified in advance (at the beginning of each semester, in writing) by the individual teacher's classroom policies. These consequences may include but are not limited to:

- Parental Contact
- Giving the student a zero on the work and not allowing the work to be made up
- Allowing the work to be resubmitted and re-graded, with the maximum score being lower than 100% of the original grade
- Submitting an office referral to one of the administrators: Administrative consequences may include ISS or OSS.

Student organizations, such as Beta Club, Student Council, and others, may have additional honor code restrictions which are specified in their constitutions or by-laws.