

In all of American High School, plagiarism is unacceptable. Plagiarism is any time you take someone else's work and claim that it is your own. Some other terms for plagiarism include **cheating** and **academic dishonesty**. As an online student, you must be even more keenly aware of what plagiarism is so you can avoid doing it unintentionally. When you enrolled in the school, you signed an Academic Integrity form stating that you understand what plagiarism is and promising that you will not commit it.

You are plagiarizing if you...

- Copy and paste work from any website, book, article, friend's work, work you turned in for another class, etc.
- Use ideas gained from research without significantly rewriting them and without proper citation
- Fail to quote and cite properly any phrasing you did not come up with on your own

To avoid plagiarism...

- When in doubt, cite it - it is better to over-cite than under-cite
- Put quotes around any words you took from a source
- Use sources as support – not replacement – for your own ideas
- Try to form an opinion on the question or topic before you do any research
- Take accurate notes about what websites or other sources you visit while working on an assignment
- Ask your teacher if you are worried you may be plagiarizing!
- Learn more about plagiarism at plagiarism.org

If you are caught plagiarizing, the assignment will receive a 0% and your parent or guardian will receive a phone call notifying them of your breach in academic integrity. After a parent-teacher conference, you will be required to submit to your teacher a 500-word essay on plagiarism to show your teacher that you understand what you did wrong. Once your teacher has approved your essay, you will redo the failed assignment. Once this process has been completed, you may move on with your coursework as before.

Any second offense with an academic honesty or plagiarism issue may result in suspension or expulsion from American High School.