



Administrative Procedure 6642 PLAGIARISM AND CHEATING PROHIBITED

Responsible Office: Office of Teaching, Learning and Leadership and Office of Information Technology

PURPOSE

This Administrative Procedure shall describe and define protocols related to plagiarism, and cheating, which includes unapproved and/or prohibited use of artificial intelligence.

DEFINITIONS

"Artificial Intelligence" refers to the theory and development of computer systems able to perform tasks that normally require human intelligence, such as visual perception, speech recognition, decision-making, and translation between languages.

"Artificial Intelligence Technologies" refers to tools, utilities, software, or systems that use or integrate with Artificial Intelligence or Machine Learning processes to emulate or mimic human intelligence.

"Cheating" refers to the improper appropriation of information from and/or giving information to another student, individual, or other source. Obtaining, seeking to obtain, or aiding another student to obtain credit for work by deceptive or dishonest means.

"Digital Resources" refers to materials that have been created digitally by converting analogue materials to a digital format including materials accessed over the internet including internet web pages, electronic books, and full-text journal articles.

"Generative Artificial Intelligence," or "Generative AI," refers to artificial intelligence technology that can produce content, including text, imagery, audio, or synthetic data. These tools are sufficiently advanced and can paraphrase, reword inputted text, solve problems or equations, author computer code, answer questions, create art, and generate written content.

"Plagiarism" refers to instances where a student uses another writer's work without providing credit for the source. Plagiarism typically occurs when a student uses an author's words or ideas without giving proper credit to the original author.

PROCEDURE

1. Plagiarism

- a. Plagiarism occurs when a student uses another writer's work without giving credit for the source. The word plagiarism comes from the Latin word for "kidnapping," and it is indeed considered to be theft. In fact, plagiarism of copyrighted material is against federal law and school district

policy.

- b. Plagiarism typically occurs in school situations in the following ways:
 - i. A student uses the author's words without using quote marks around the material.
 - ii. A student uses an electronic source (internet, television, music lyrics) without citing the source.
 - iii. A student uses the author's ideas or information without giving credit for the material (known in the academic world as "citing the source").
 - iv. A student does both—uses the author's words and ideas without citing the source.

2. Cheating

- a. Cheating can take many forms but always involves taking information from another student or individual. Examples of cheating can include but are not limited to:
 - i. taking answers on a test, homework, or quiz from another student or other source, with or without his/her knowledge;
 - ii. collaboration on assignments such as taking or sharing answers without teacher permission;
 - iii. obtaining test answers and/or questions from other students in advance of an exam;
 - iv. stealing test materials from a teacher's belongings;
 - v. falsifying grade reports or changing a grade book;
 - vi. taking pictures of an exam and forwarding the pictures to anyone;
 - vii. texting answers or questions to anyone.
- b. Cheating can be accomplished by several means, including but not limited to: deception, theft, talking, signs, gestures, copying, use of unpermitted study aids such as "cheat sheets," and threats to other students.

3. Responsible Use of AI Technologies.

- a. Generative AI technology is widely popular, increasingly simple to use, and represents challenges regarding traditional academic integrity

standards. While Generative AI may be used in productive, creative, and educational manners, they can also be impermissibly used to cheat, plagiarize, or attempt to disguise plagiarism.

- b. Student Use of AI Technologies:
 - i. Generative AI offers many advantages and may be used upon obtaining teacher permission prior to using AI on a specific assignment, in a given course, and only in the ways allowed by the teacher. Teachers have the ultimate decision-making authority on what assignments, if any, a teacher will allow a student to use AI.
 - ii. If teachers give students permission to use Generative AI on a specific assignment, in a given course, teachers must provide oversight and guidance on permissible use of the AI and explain any limitations or restrictions on use of AI.
 - iii. Students are prohibited from submitting work created by Generative AI and representing it as their own. If students use AI, with permission from the teacher, students must cite or give credit to the tools and sources used.
 - iv. Students who use Generative AI on assignments without permission, or who use them in improper ways, are in violation of this Administrative Procedure and such conduct constitutes plagiarism and/or cheating.
 - v. While content Generated by AI may not be considered plagiarized since it has been harvested and aggregated from a variety of online sources, it constitutes cheating and may result in disciplinary measures.

4. Why do we care about plagiarism and cheating?

- a. School is one of many places where students should learn to lead an ethical life. Because words and ideas are the “product” created in schools, plagiarism and cheating are the greatest academic crimes a student can commit. It is the intention of the staff to respect and value the work of others by (1) creating a climate in which plagiarism and cheating is never acceptable and (2) teaching students how to properly cite sources to avoid plagiarism.
- b. Plagiarism and cheating are also unacceptable in elementary school, middle school, high school, colleges and universities. Most high schools

and universities have a policy clearly stating that students who plagiarize material or cheat on examinations will receive no credit on the assignment/test and risk failure in the course. Also, a number of universities have additional penalties for plagiarism and cheating, including suspension or expulsion from the university and a notation on the student's transcript that cheating or plagiarism occurred in a course.

- c. In the publishing world, lawsuits involving substantial financial penalties have focused on accusations of plagiarism; the most well-publicized plagiarism cases in recent years have involved one author accusing another of "stealing" an idea or plot concept. Therefore, learning to avoid plagiarism is also a skill that students must master for success in life.
 - d. Ultimately, students lose out when cheating or plagiarism occurs, as they fail to represent their own learning, or develop their own voice and skills. Students who plagiarize or cheat deny themselves the opportunity to fully develop their own ideas and thoughts and to learn the value of a complete exploration of an issue.
5. How students can avoid plagiarism:
- a. Give credit to the source, even when paraphrasing.
 - b. Use quotation marks when using another's words and give credit to that source.
 - c. Use their own words as much as possible when writing. The easiest way to not be tempted to plagiarize words is to take notes in phrases — no matter how eloquent the writer is.
 - d. Learn the correct way to cite an electronic source which includes listing the web address in the sources.
 - e. Learn the correct way to document sources. Teachers will help with this process. As well, many handbooks available in school, the library, and in bookstores give directions for citing sources correctly.
6. Student Responsibilities – Each student has a responsibility to protect the integrity of grades conferred by:
- a. not sharing answers or ideas with others;
 - b. not allowing others to see examinations during the testing period;
 - c. mastering and using the correct procedures for documenting sources.

(Students who are unsure of how to cite a source should see their teacher for help rather than assuming that “It’s only a sentence; it’ll be okay.”);

- d. discouraging plagiarism and cheating in others;
 - e. reporting cases of plagiarism and/or cheating to teachers, counselors, or administrators;
 - f. asking for help when questions arise involving plagiarism or cheating.
7. Faculty Responsibilities – Faculty and staff will create a climate in which intellectual honesty is valued and respected by:
- a. acquainting students with the plagiarism and cheating policy to ensure full awareness of the consequences of plagiarism;
 - b. enforcing the plagiarism/cheating policy equally, without regard to the student’s class standing;
 - c. teaching the proper methodology for citing sources and note-taking so that students understand how to avoid plagiarism;
 - d. meeting with students when questions arise;
 - e. monitoring tests and quizzes to reduce the temptation to cheat.
8. Parents’ Responsibilities: Parents can help their children avoid the short-and long-range consequences of plagiarism and cheating by:
- a. actively sharing the learning process at home by discussing their children’s schoolwork;
 - b. monitoring library research and internet use to help children represent their own learning and work, and avoid plagiarism;
 - c. supporting the ethical and academic basis of this document through words and actions.
9. Consequences of plagiarism or cheating: Students who engage in plagiarism or cheating are subject to punishment, which can include but are not limited to:
- a. No credit for the assignment or test in which plagiarism or cheating occurred;
 - b. Reduction of citizenship grade.
 - c. Completion of alternative assignment with partial or no credit.

10. Consequences

- a. Disciplinary measures for plagiarism or cheating are initially at the discretion of the classroom teacher after consultation with school administration. Decisions will be based on individual teacher policy and the severity of the incident of plagiarism or cheating. The school administration may impose additional consequences if conditions so warrant.

11. FAQ's (Frequently Asked Questions) about Plagiarism:

- a. When do I have to cite my source? Whenever you have an idea and/or use words by another author or writer, proper attribution must be credited. Your teacher will provide specific instructions for documentation and citing sources.
- b. What do I do about others' opinions? Opinions obtained from other sources or that reflect the views of other writers should be properly credited.
- c. Does this mean I have to cite the source for everything, even things like "George Washington was the first president of the United States"? No. There is something known as "common knowledge," and the sources for this type of information do not need to be cited. There may be circumstances where it is difficult to decide whether information is common knowledge or not. When determining whether or not a fact is common knowledge, ask yourself if this information can be obtained in many (five or more) sources. If the answer is "yes," then you need not cite your source. However, if unsure, it is better to cite the source than risk being accused of plagiarism.
- d. If I paraphrase, does that mean I don't have to cite my source? No. You have to cite the source of your *information*, even if you do not use the same words.
- e. If I cite my source, does that mean I can use the writer's words? No. Unless you use quotes around the writer's words, citing your source does not protect you from plagiarism. If you cannot think of a better way to say something, put quotes around the writer's words *and* cite your source.
- f. How often should citations appear? You should have citations at the end of each piece of information derived from a different source. If you got an entire paragraph of information from the same source, you may put the citation at the end of the paragraph. If you change sources within a

paragraph, the citations also should be changed within the paragraph.

- g. What if you are using a source in which the writer also refers to another source? Wherever possible, you should locate the primary source, read it, and cite that. However, if that is not available to you, you should indicate in your own writing that your source found the information somewhere else. Example: "Carlsmith finds in Zimbardo's research in 1985 that shy people usually show symptoms of social hesitancy as early as pre-school. (Carlsmith 35)"
- h. How much paraphrasing is enough paraphrasing so that I am not accused of plagiarism? It's important to re-state information in your own words so completely that you cannot be accused of plagiarism. The easiest way to avoid being tempted to "just change a few words" is to take notes in words or phrases rather than whole sentences. Then you can absorb your information so completely that it becomes "yours" rather than someone else's.

12. Example of acceptable and unacceptable paraphrasing:

- a. Original: Although Claude McKay was born in Jamaica and lived in many countries during his life, he considered Harlem his spiritual home. The son of poor farmers, McKay moved from the village of Sunny Ville to Kingston, the capital of Jamaica, when he was 14 years old and began writing poetry while still a teenager. (Rozakis 312)
 - i. Unacceptable Paraphrase: Claude McKay considered Harlem his spiritual home although he was born in Jamaica and lived in many countries during his life. He moved from the village of Sunny Ville to the capital of Jamaica, Kingston, when he was 14 years old and began writing poetry in his teens. His parents were poor farmers.
 - ii. Acceptable Paraphrase: Claude McKay began writing poetry in his teens around the time he moved with his family from Sunny Ville, a small town in which his parents were farmers, to Kingston, Jamaica's capital. However, in spite of his Jamaican upbringing and his international travels, McKay thought of Harlem as his "spiritual home." (Rozakis 312)
- b. The "unacceptable paraphrase" would be a plagiarism "double-whammy" because not only were phrases copied from the author, but the author's ideas were also not credited.
- c. The acceptable paraphrase re-states the information in a completely new way and also gives credit to the original writer.

- i. Source: Rozakis, Laurie E, *The Complete Idiot's Guide to American Literature*. New York, Macmillan

13. Digital Resources

- a. Digital Resources accessed from the internet should be approached with special considerations.
- b. Digital Resources may include Internet Web pages, electronic books, and full-text journal articles. Any material from an online source should be cited, referenced, and verified as if it came from traditional print publications.
- c. Access to Digital Resources may be less predictable than traditional print publications with standardized editions and revisions. Web pages may be removed, changed over time, or be relocated.
- d. When using Digital Resources, educators and learners must:
 - i. Analyze and validate the source and veracity of the information.
 - ii. Appropriately cite source materials regarding the access to the information including the original authorship, publication date, date of accessed, and original URL or web-link.
 - iii. Consider archiving online materials to ensure that they are available as reference material.

14. How do plagiarists get caught in school?

- a. Most teachers can recognize student writing as opposed to professional writing. A teacher can (and will) ask a student to produce documents to prove that words were not copied or that information was properly cited. It is not unusual for teachers to go to the library, turnitin.com, or "surf the Net" to verify sources of information. It is therefore in your best interests to keep all your rough drafts, notes and copies of materials you read as proof of your research. In some cases, you will be expected to turn these in with the rest of your project or in "interim" submissions of work-in-progress.

LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 5100, Student Behavior;

- b. Board Policy 6605, Academics Curriculum and Content Standards;
 - c. Board Policy 7200 21st Century and Digital Learning
 - d. Administrative Regulation 5810, Use of Personal Electronic Devices by Students-Prohibited Conduct;
 - e. Administrative Regulation 7211 Responsible Use and Internet Safety
2. This Administrative Regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
- a. NRS Chapter 392, Pupils, and specifically:
 - i. NRS 392.461: Code of honor relating to cheating; contents; distribution.

REVISION HISTORY

Date	Revision	Modification
07/2009	1.0	Adopted as Accepted Practice
04/01/2012	2.0	Revised
01/03/2014	3.0	Revised: converted to Administrative Procedure
05/16/2024	4.0	Revised: added definitions; added language related to unapproved use of artificial intelligence.