

## **Cambridge Public Schools**

### **ADMINISTRATIVE GUIDELINES ON ACADEMIC INTEGRITY**

It is the policy of the Cambridge Public Schools to comply with the copyright and intellectual property laws of the United States, and it is expected that all staff and students will respect the intellectual property/copyright of others.

The integrity of all work products in the Cambridge Public Schools must be beyond reproach. Staff and students should properly credit, attribute and/or cite the sources of works or ideas that are not their own in school assignments or in Cambridge Public Schools documents/electronic files. Staff and students should utilize the various best practices and writing guides that are available to ensure that appropriate citation methods are used in all works.

In the event of a suspected violation of these administrative guidelines, the suspected works will be reviewed for possible plagiarism. In this context, plagiarism is defined as using the ideas or work products of another, without proper attribution/citation, in order to obtain some benefit (e.g., an academic grade/credit, financial gain, personal or professional advancement, etc.).

In the event of a suspected violation of these administrative guidelines, the review will be conducted by the appropriate teacher, administrator or supervisor. In conducting the review, the appropriate teacher, administrator or supervisor shall:

- 1) investigate the suspected violation to determine if ideas or work products of another were improperly used;
- 2) inform the student or staff member of the seriousness of the perceived offense in accordance with appropriate due process requirements; and
- 3) if it is determined that plagiarism has occurred appropriate action will be taken, up to and including disciplinary action.

*Last Updated: July 15, 2015*