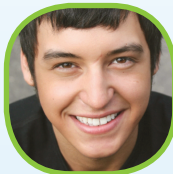




Academic Integrity: The FLVS Non-Negotiable



any time, any place, any path, any pace™

www.flvs.net

407.513.FLVS

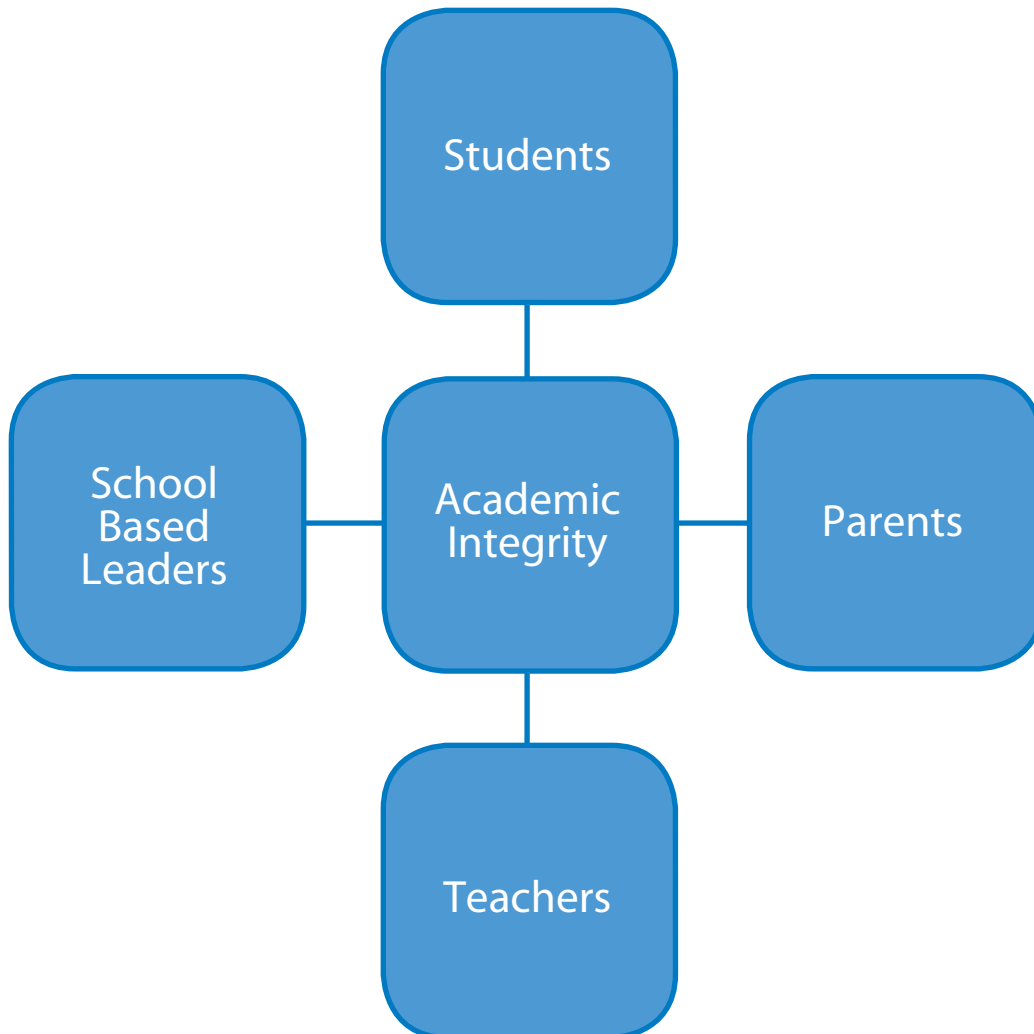
[email info@flvs.net](mailto:info@flvs.net)

2145 Metro Center Boulevard, Suite 200, Orlando, FL 32835

Position Statement

Academic integrity, along with hiring the best and the brightest instructional staff, is one of our core values. It is one of the most important things we do as a learning organization.

Done well, students will make decisions based on values that will prepare them as productive, meaningful, and ethical citizens.



Academic Integrity: An Overview

Academic integrity is the cornerstone of learning at Florida Virtual School (FLVS).

Because of its preeminence in all of our instruction, there are a variety of tools that we use in ensuring the integrity of student work.

Among these tools are:

- **Turnitin.com**

This Internet tool compares student work against a variety of databases. The FLVS Learning Management System is now integrated with Turnitin.com, and most work is automatically uploaded to the system. This database compares students' work against other students' work, as well as work found on the Internet.

- **Academic Integrity Database**

FLVS maintains its own database of student integrity incidences or violations. This database is used to monitor the number of student integrity issues.

- **Teacher Expertise**

FLVS instructors have extensive classroom experience. Their expertise is often a guide in identifying the level of originality in student work.

- **Discussion Based Assessments**

Each teacher regularly conducts discussion based assessments with his or her students. These conversations occur at specific intervals as well as randomly in a course and are included in the assessment component of each course. The teacher discusses individual student work and extends the conversation to allow the student to demonstrate mastery of the content and to verify the authenticity of the student's work.

- **Proctored Exams**

Each teacher can request a scheduled proctored exam at any time for a student.

- **Academic Integrity Hotline/Email**

Community members, guidance counselors, parents, and students can call or email any academic integrity-related issue anonymously.

Academic Integrity: A Student's Guide

Academic integrity is the cornerstone of learning at Florida Virtual School (FLVS).

What is academic integrity?

Academic integrity means that all work you submit is created by you and is an original representation of your work. It means that what you submit as your work is your work.

Why is academic integrity important?

When you submit an assignment that is not your own original work, you represent something incorrectly. There are two issues involved:

- 1.) You are earning credit for learning material for which you have not demonstrated mastery.
- 2.) You may be violating the law.

What are some examples of academic integrity violations?

There are two kinds of academic integrity violations. One is "plagiarism" and the other is "cheating."

Plagiarism

According to Merriam-Webster online dictionary, plagiarism is "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source."

Some examples are, but not limited to the following:

- Copying and pasting a report from the Internet and representing it as your own work
- Copying any other work and not properly citing authorship

Cheating

According to Merriam-Webster's online dictionary, cheating is defined in multiple ways. But for the purposes of FLVS, two definitions are particularly relevant:

- To influence or lead by deceit, trick, or artifice
- **a:** To practice fraud or trickery **b:** to violate rules dishonestly <cheat at cards> <cheating on a test>

Some examples are, but not limited to the following:

- Providing questions/answers/ work to another student
- Receiving questions/answers/work from another student

Student Broker

According to Merriam-Webster's online dictionary, a broker is defined in multiple ways. But for the purposes of FLVS, the definition is particularly relevant:

- One who sells or distributes something: one who acts as an intermediary

What will happen to me if I plagiarize or cheat?

A variety of consequences will be administered when you are caught cheating or plagiarizing. These consequences range from resubmission of an assignment up to expulsion from FLVS coursework for up to one year. Additionally, final grades may be rescinded if you are found to have cheated or plagiarized after the grade has been posted to your transcript.

See Matrix on page 4

Failure to identify an academic integrity violation early in a course does not preclude the student from advanced consequences.

Academic Integrity: Matrix

VIOLATION		PLAGIARISM				CHEATING			STUDENT ACADEMIC BROKER	
OFFENSE		1st	2nd	3rd	4th	1st	2nd	3rd	OFFENSE	1st
RANGE OF INTERVENTIONS	Learning Intervention (Example: Academic Integrity Module)	X				X			Learning Intervention	
	Parent Contact by Teacher	X	X	X	X	X	X	X	Parent Contact by Teacher	X
	Redo for between 0%-50% credit (if multiple assignments, contact AID for possible zeroes)					X			Redo for between 0%-50% credit (if multiple assignments, contact AID for possible zeroes)	
	Redo for between 50%-80% credit (if multiple assignments, contact AID for possible zeroes)	X							Redo for between 50%-80% credit (if multiple assignments, contact AID for possible zeroes)	
	Automatic Zero		X	X	X		X	X	Automatic Zero	
	Academic Integrity Department Communication		X	X	X	X	X	X	Academic Integrity Designee Communication	
	Possible IL Involvement/Notification		X	X	X		X	X	Possible IL Involvement/Notification	
	Possible Proctored Exam			X	X	X	X	X	Possible Proctored Exam	
	Mandated Proctored Exam				X			X	Mandated Proctored Exam	
	Possible F Grade for Segment				X	X	X	X	Possible Complete F for Segment	X
	Possible Expulsion from FLVS					X	X	X	Possible Expulsion from FLVS	X
	Possible removal of completed course grade, if AI issue determined retroactively				X	X	X	X	Possible removal of completed course grade, if AI issue determined retroactively	X
	Possible Involvement of Director(s) of Instruction				X	X	X	X	Possible Involvement of Director(s) of Instruction	X
	Other as Designated by AIM	X	X	X	X	X	X	X	Other as Designated by AIM	

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PLAGIARISM
Student who represents work that has been copied or pasted from a published Internet resource such as, but not limited to, Wikipedia or any source without the proper credit.

CHEATING
Student who represents any other person's work or work from any source including harddrives, software, or answer banks (such as, but not limited to, Yahoo! Answers, Craigslist, translator services, etc.) as their own. Examples include inappropriate email soliciting answers, documented inappropriate discussions, student to student cheating, and cheating in a lab classroom.

STUDENT ACADEMIC BROKER
Student who posts work to a secondary source, such as, but not limited to, Facebook, Yahoo! Answers, MySpace, or shares a virtual or hard copy file of any work whether or not compensation occurs.

Academic Integrity: An Overview for Parents

Academic integrity is the cornerstone of learning at Florida Virtual School (FLVS). As such it is a non-negotiable. Because of its preeminence in all of our instruction, there are a variety of tools that we use in ensuring the integrity of student work.

Among these tools are:

- **Parent Academic Integrity “Open House” (quarterly)**
- **Turnitin.com**

This Internet tool compares student work against a variety of databases. The FLVS Learning Management System is now integrated with Turnitin.com, and most work is automatically uploaded to the system. This database compares students’ work against other students’ work, as well as work found on the Internet.
- **Academic Integrity Database**

FLVS maintains its own database of student work. This database is used to compare student-to-student work to verify student originality.
- **Teacher Expertise**

FLVS instructors have extensive classroom experience. Their expertise is often a guide in identifying the level of originality in student work.
- **Discussion Based Assessments**

Each teacher regularly conducts discussion based assessments with his or her students. These conversations occur at specific intervals in a course and are included in the assessment component of each course. The teacher discusses individual student work and extends the conversation to verify the authenticity of the student work. It is expected that the work submitted by the student will align with level of demonstrated mastery on the discussion based assessment.
- **Proctored Exams**

Each teacher can request a scheduled proctored exam at any time for a student.
- **Academic Integrity Hotline/Email**

Community members, guidance counselors, parents, and students can call or email any academic integrity-related issue anonymously.

Customer Grievance Procedures (or how to voice your concerns)

Florida Virtual School (FLVS) is committed to providing personalized instruction for every student. These are our core beliefs:

- Every student is unique, so learning should be dynamic, flexible and engaging.
- Studies should be integrated rather than isolated.
- Students, parents, community members, and schools share responsibility for learning.
- Students should have choices in how they learn and how they present what they know.
- Students should be provided guidance with school and career planning.
- Assessments should provide insights not only of student progress but also of instruction and curriculum.

Every staff member at FLVS is committed to providing the most engaging experience possible. However, there may be times when a student, parent, or legal guardian may have a concern. Most problems can be solved if student or parent/guardian speaks directly with the instructor or staff member involved.

If a student feels uncomfortable speaking with his or her instructor, our Customer Care Representatives are available to serve you. They can be reached at (407) 513-FLVS. Our Customer Care Representatives will forward your concern to an appropriate member of our instructional support team. This team consists of School Counselors and Instructional Leaders among others.

The Instructional Leader (IL) serves our students like a principal. Consequently, the Instructional Leader will make every effort to resolve your problem. In the event that a solution is not found, you (or your representative) may file a grievance. The written grievance should contain the following information:

- Name of the student
- Name of the instructor or staff member
- Date of the grievance, dispute, or dissatisfaction
- Desired outcome

The written grievance should be addressed and submitted to the Instructional Leaders' supervisor, the Director of Instruction, who will work to resolve the issue. The Director of Instruction will send written correspondence to the student/parent/guardian within 72 hours.

In the event the Director of Instruction cannot resolve the disagreement, the grievance will be forwarded to the Chief Learning Officer or Chief Executive Officer. The decision of the Chief Learning Officer or Chief Executive Officer is final and shall be given to the customer in writing within 72 hours. The Board of Directors of Florida Virtual School will be informed when an issue arises from the grievance that may affect FLVS policy and/or community relations.

Implementation of this procedure does not prevent FLVS from taking any necessary action to protect an individual from physical or mental harm, neglect, or abuse.

Academic Integrity: Roles and Responsibilities

Academic integrity is the cornerstone of learning at Florida Virtual School (FLVS). Because of its preeminence in all of our instruction, each stakeholder has certain rights and responsibilities.

Students

FLVS Position: Students are responsible for submitting their own, original work.

- Will read and sign the academic integrity statement and have the opportunity to complete an academic integrity module as part of the enrollment process
- Will participate in a welcome call or a course orientation that includes components of our academic integrity program
- Will participate in discussion based assessments as part of each course
- Are responsible for asking any questions regarding plagiarism or cheating if they are not sure
- Will have the opportunity to apply to participate in an ethics advisory group through an application process, and participate in quarterly academic integrity student focus groups and quarterly academic integrity “Open Houses”
- Will have the opportunity to participate in quarterly Illuminate sessions
- Will complete all AI questions as part of the 65% survey
- Will take a proctored exam when asked to do so

Parents

FLVS Position: Parents are our partners in supporting student learning.

- Will review and sign the academic integrity statement as part of the enrollment process
- Will participate in a welcome call or course orientation that includes components of our academic integrity program
- Will ensure that their student’s work is authentic and original
- Will receive, via their guardian account, various academic integrity tips from the AIM
- Will be encouraged to participate in academic integrity “Open Houses”

Teachers

FLVS Position: Each staff member has a stake in ensuring the highest standards of academic integrity. Teachers synchronize various aspects of FLVS to ensure the best possible experience for their students.

- Will act as a resource for student questions
- Will submit various assignments in the Turnitin.com database
- Will submit FLVS academic integrity database tickets when needed
- Will coordinate any academic integrity issues with the Academic Integrity Manager or Instructional Leader
- Will verify student mastery of content through discussion based assessments and authentic assessments
- Will participate in any mandated trainings or staff development such as “coffee chats,” focus groups, or other opportunities
- Will include AI on announcement pages and on welcome calls

Academic Integrity Manager

- Will act as a resource for student, teacher, or parent questions
- Will support teacher efforts in investigating academic integrity concerns
- Will coordinate with the various support positions to demonstrate, model, and coach teachers on discussion based assessments
- Will coordinate the remediation or discipline efforts of an academic integrity issue or concern
- Will coordinate the administration of proctored exams
- Will monitor the academic integrity database
- Will coordinate and host academic integrity “Open Houses”
- Will develop parent AI tips to be sent to guardian accounts

Instructional Leaders

- Are responsible for supporting academic integrity in each course they oversee
- Are responsible for ensuring that all teachers participate in academic integrity initiatives
- Are responsible for supporting the administration of consequences
- Are responsible for providing support to the Academic Integrity Manager and the instructional staff

Non-Instructional Staff

FLVS Position: Each staff member has a stake ensuring the highest standard of academic integrity. Various components of support staff tasks serve this end.

All support staff

- Are responsible for attending academic integrity bite sessions
- Are responsible for attending an academic integrity “Open House”
- Will participate in a welcome call or a course orientation that includes components of our academic integrity program

