

# Academic Integrity Matrix

Florida Virtual School



# Student academic integrity is a core value and universal expectation at Florida Virtual School.

Academic integrity is one of the core values at Florida Virtual School (FLVS) and its County Virtual Schools. When academic integrity is maintained, students will make decisions based on values that will prepare them to be productive, meaningful, and ethical citizens.

## 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 is your own work.

According to The School for Ethical Education academic integrity can be defined by honest academic work where:

1. The ideas and the writing of others are properly cited;
2. Students submit their own work for tests and assignments without unauthorized assistance;
3. Students do not provide unauthorized assistance to others; and
4. Students report their research or accomplishments accurately.

## Academic Integrity: An Overview

Florida Virtual School takes the integrity and authenticity of student work very seriously. Do not cut, copy, or plagiarize internet content or the work of your online classmates. FLVS instructors utilize technologies to check for authenticity. Copying, knowingly allowing others to copy from you, and/or misusing the internet content could result in removal from your course.

Academic integrity is the cornerstone of learning at FLVS. Because of its preeminence in all our instruction, there are a variety of tools that we use in ensuring the integrity of student work.

Among these tools are:

1. **Plagiarism Detection Tool**  
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.
2. **Academic Integrity Database**  
FLVS maintains its own database of student integrity incidents. This database is used to monitor the number of student integrity issues.
3. **Teacher Expertise**  
FLVS instructors have extensive classroom experience. Their expertise is often a guide in identifying the level of originality in student work.
4. **Discussion-based Assessments**  
As a means of ensuring comprehension and integrity, each course contains built-in assignments that are designated to be completed verbally during a discussion between a teacher and student. A student who does not complete and pass every discussion-based assessment in the course is ineligible for course credit. Additional discussions may be conducted randomly throughout the course to assess mastery of content and authenticity of student work. To ensure integrity, it may be required that discussion-based assessments be completed using a video application.
5. **Proctored Exams**  
FLVS may, at its discretion, require a proctored segment exam for any student on a situational basis. Academic Integrity proctored exams must be successfully passed (grade of 59.5% or higher) on the first attempt for a student to be eligible for course credit.
6. **Random Proctored Exams**  
Students are randomly chosen to take a proctored segment exam. For more information, please visit <http://www.flvs.net/myFLVS/student-handbook/Pages/AcademicIntegrity.aspx>
7. **Academic Integrity Hotline/Email**  
Community members, school counselors, parents, and students can call or email to report any academic integrity related issue anonymously.

## Student Broker

House Bill 7063 Digital Learning Act signed into Law and in effect as of July 1, 2012

The bill provides that it is unlawful for any person to knowingly and willfully take an online course or examination on behalf of another person for compensation. Violators commit a misdemeanor of the second degree, punishable by a term of imprisonment for up to 60 days or a fine of \$500.

# What are the consequences for failing to maintain academic integrity in a FLVS class?

A variety of consequences will be administered if you fail to maintain academic integrity in your course. These consequences range from a reduced score on 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 copied 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 which could include retaking proctored final exams for the original grade to remain on transcript.

	Web Source <i>Copying (partially or fully) work from a published Internet or print resource without the proper credit.</i>					Sharing of Work <i>Copying or allowing others to copy information from someone else's work (including uploading coursework to third party vendor)</i>					Student Academic Broker <i>Completing online coursework on behalf of another student, allowing any person to complete coursework, or selling coursework from another person or technological resource.</i>	DBA Concerns <i>DBA performance not meeting the level of performance on other assessments or receiving help during a DBA.</i>				
	1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	5th	Any	1st	2nd	3rd	4th	5th
Learning Intervention <i>(Example: Academic Integrity Module)</i>	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X
Parent Contact by Teacher	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Resubmit for Full Credit	X											X	X	X		
Resubmit for 75% Credit		X				X										
Resubmit for 50% Credit			X				X								X	
Automatic Zero				X	X			X	X	X	X					X
Possible Parent Contact by Academic Integrity Dept.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Possible IL Involvement / Notification					X				X	X	X					X
Approved Proctored Exam	X	X	X	X		X	X				X	X	X			
Mandated Proctored Exam				X				X	X	X	X			X	X	X
Approved F Grade for Segment	X	X	X	X	X	X	X	X	X	X	X					
DBA Performed on Video						X	X	X	X	X	X	X	X	X	X	X
Approved Expulsion from FLVS										X	X					
Approved Removal of Completed Course Grade if AI Issue Determined Retroactively			X	X	X	X	X	X	X	X	X					
Possible Involvement of Director(s) of Instruction					X					X	X					X
Other as Designated by AI Manager	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

\*The FLVS Academic Integrity Matrix applies to all programs and instructional models under the Florida Virtual School umbrella. This includes, but is not limited to FLVS Part Time, FLVS Full Time, FLVS County Virtual Schools, FLVS Global School, and FLVS Elementary programs.

## Academic Integrity: Roles and Responsibilities

### Students

The student's role at Florida Virtual School is to learn to the best of his or her ability. Therefore, students should expect to take age-appropriate individual responsibility for their own learning, such as: applying themselves to their studies in a focused and serious manner, working hard, becoming engaged in the lessons and activities, asking questions, exploring their personal interests, improving areas of academic weaknesses, capitalizing on strengths, and always completing their own work and upholding the principles of the FLVS Academic Integrity Policy.

**Students are responsible for submitting and protecting their own, original work.**

**FLVS students will maintain academic integrity in their FLVS classroom by:**

- Reading and signing the academic integrity statement and completing an academic integrity module as part of the enrollment process.
- Participating in a welcome call that includes components of our academic integrity program.
- Participating in discussion-based assessments and following the required FLVS protocol as part of each course. FLVS protocol stipulates discussion-based assessments are completed between student and instructor only, free of outside influence, assistance or disruptions.
- Asking questions regarding academic integrity if they are unsure.
- Safeguarding their own work. Responsibilities include but are not limited to:
  - Students will not share work with any other student.
  - Students will not upload their FLVS coursework to a third-party vendor.
  - Students will not share their username and/or password.
  - Students will utilize a USB drive to save work instead of a shared computer.
- Taking a proctored segment exam when asked to do so.

### Parents/Guardians

Parents/Guardians are our partners in supporting student learning and play a key role in their student's success in any learning environment, but even more so at FLVS. Parents/guardians are responsible for monitoring student work to ensure compliance with the FLVS Academic Integrity Policy.

**Parents/Guardians of FLVS students will help maintain academic integrity in the FLVS classroom by:**

- Reviewing and signing the academic integrity statement as part of the enrollment process
- Participating in a welcome call that includes components of our academic integrity program
- Ensuring that their student's work is authentic and original
- Ensuring that FLVS protocol regarding discussion-based assessments is adhered to
- Understanding the student's proctored segment exam requirements. Failure of a student to take and pass a segment exam with a proctor will result in removal of course with a failing grade

### Teachers

The subject-specific teacher is the primary contact for students and parents/guardians regarding subject-specific questions. These teachers are qualified to provide instructional intervention strategies as needed and to handle the following instructional questions:

- Curriculum or materials
- Course scope and sequence
- Modification of assessments for students with documented special needs
- Testing
- Grading and progress reports
- Help with a particular assessment or concept

Teachers proactively monitor each student's progress using our Student Information System (VSA), Learning Management System (Educator) and through regular contact via phone, texting, email, and synchronous Live Lessons. Teachers score assessments and provide feedback on the student's performance through formal means (assessment grades, comments, and regular progress reports)

as well as informal means (phone calls and online communication). Depending on a student's needs and grade level, teachers provide instruction in different ways. Generally, students will have a different subject-specific teacher for each course.

### FLVS Teachers will uphold academic integrity in their classroom by:

- Acting as a resource for student questions
- Submitting various assignments in the plagiarism detection tool
- Submitting FLVS academic integrity incidents when applicable
- Collaborating with the Academic Integrity team member and/or Instructional Leader for any academic integrity concerns
- Verifying student mastery of content through discussion-based assessments and authentic assessments
- Participating in required trainings or staff development
- Including academic integrity resources on announcement pages and in welcome calls

### Instructional Leaders

The instructional Leader (IL) is responsible for the administration of the school and for ensuring that students are provided with the support and assistance they need, in accordance with FLVS standards of excellence. For any concerns or comments, your Instructional Leader's contact information can be found on the front page of your course website.

### FLVS Instructional Leaders will help maintain academic integrity in the FLVS classroom by:

- Supporting academic integrity in each course they oversee
- Ensuring that all teachers participate in academic integrity initiatives
- Supporting the administration of consequences
- Providing support to the Academic Integrity Manager, Investigator, and the Instructional Staff

## Customer Grievance Procedures (how to voice your concerns)

Florida Virtual School 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 team 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 the student or parent/guardian speaks directly with the instructor or team 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 serves our students like a principal. Consequently, the Instructional Leader will make every effort to resolve your concern. If 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 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 Senior Director of Instruction. The decision of the Senior Director of Instruction is final and shall be given to the customer in writing within 72 hours. The Florida Virtual School Board of Trustees 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.