

## Student Integrity and Academic Honesty Policy

---

Eckerd Connects | Academy (ECA) fosters an environment of academic excellence, integrity, and ethical conduct. Academic integrity ensures that students submit coursework that they created independently, represents their original ideas, and reflects a truthful representation.

ECA is dedicated to academic excellence and integrity by ensuring all work submitted by students reflects their personal efforts and learning. These policies emphasize the importance of honesty and active engagement, preparing students for future educational and professional success

Students are expected to always maintain academic integrity, as summarized below (but not limited to):

- Acting ethically or doing the 'right thing', even when facing difficulties
- Acknowledging where the information comes from, clearly citing or referencing the source, giving credit to the owner of the work (i.e., musician, author, artist, speaker etc.)
- Submitting and taking your own exams
- Not plagiarizing
- Attending class on time and regularly
- Completing your own work
- Modeling good behavior
- Taking a stand addressing a wrongdoing and supporting others doing the same

### Academic Integrity Tools and Measures

#### AI Detection Tools

ECA's Learning Management System (LMS) uses its own integrated plagiarism checker to verify originality, which includes a "Generative AI Detector" to identify content potentially created by artificial intelligence tools. Assignments are compared against internet databases, other student submissions, and AI-generated content. ECA also relies on faculty expertise. ECA online teachers and non-instructional classroom instructors leverage their experience to assess the originality of student work.

ECA has the right to review any exams or assignments that have already been graded and to change the grade if a violation occurred. Disciplinary action may include:

- **Warning:** Documented counseling by staff; attend training workshops; write a paper on academic integrity; revision and re-submission of work with possible grade penalty; or submission of alternative assignment.
- **Probation:** Documented counseling by staff; attend training workshops; write a paper on academic integrity; revision and re-submission of work with possible

grade penalty; submission of alternative assignment; fail the assignment; or dismissal from the course.

- **Dismissal:** Dismissal from ECA.

ECA recognizes the unique needs of Job Corps programs while maintaining academic integrity.

For programs located within a Job Corps center:

- Cell phones and other electronic devices, including cameras, will not be used for any purpose in the classroom. The use of Yondr pouches are preferred.
- Eckerd Connects Academy, Imagine Learning (Edgenuity) other approved Job Corps sites will be the only sites authorized on the classroom computers.
- Approved ECA staff will create and maintain student passwords and usernames for the online program and may change them at any time to prevent misuse.
  - Students will not take any assessments outside of the ECA classroom
  - Assessments will be administered in a controlled environment.
  - Peers or other class activities will not interrupt students during exams.
  - The non-instructional classroom instructors will closely monitor students during examinations to prevent disruptions or cheating.
  - Students will not leave the testing environment without approval from instructors and test relocked

When an incident of cheating or plagiarism is suspected the following will take place:

### Instructors/Staff

When staff has reason to believe that an action of a student falls within one or both of the below definitions, the staff is obliged to:

- Appropriately (privately) confront the student and collect all written work.
- Contact the Training Manager, Academic Manager, or the Education and Training Director
- Act and respond in a timely fashion.

### Training Manager/Academic Manager/ Education and Training Director

When a report of cheating and/or plagiarism is reported. The Manager or Director must:

- Get a statement from the instructor or staff member.
- Get a statement from the accused student.
- Submit all statements to the Student Personnel Officer

### Student Personnel Officer

If the information is validated as a case of plagiarism or cheating, the following will be expected:

- Investigation and gathering of statements and evidence to form a board packet.
- Center Director notified immediately.
- Negative incident report recorded in the system for a level II Infraction

- For either cheating or plagiarism
- Fact Finding Board will be held according to center procedures.

### Center Director

Review Board information and outcome to determine a concurrence with the board. If the HSD/HSE provider, operator staff, a Fact-Finding board, or a Job Corps' Regional Office discovers or determines that cheating took place, the operator must follow Eckerd Connects SOP.