



Board Policy Meeting - Academic Ethics & Expectations

September 28, 2026

Board Policy



6301 - Academic Ethics and Expectations

Knowledge and ethical behavior are vital components of our learning community. Natrona County School District is committed to providing an academic environment where integrity, including the values of:

- Academic honesty
- Personal accountability
- Respect for self and others

Are expected and honored.

(Adopted March 31, 2003)

Administrative Regulation 6301: Academic Ethics & Expectations



- Includes sections highlighting
 - Prevention/Communication/Education
 - Definitions of Academic Honesty Violations
 - Delineation of responsibilities
 - Students, Parent/Guardian, Staff*
 - Interventions for Academic Dishonesty

Prevention, Communication, Education



Students, staff, and parents/guardians are expected to understand and be able to communicate expectations concerning academic honesty. Opportunities to inform students and limit academic honesty violations can include:

- Sharing academic honesty expectations and guidelines defined and outlined in student handbooks
- Defining expectations through Positive Behavior Intervention Support (PBIS) behavior matrices
- Teaching academic honesty explicitly in classrooms within the context of learning experiences
- Addressing academic honesty within digital citizenship lessons
- Utilizing anti-plagiarism tools to check work before submittal
- Presenting classroom expectations to parents/guardians and students
- Providing information about academic honesty during the parent acknowledgment process



Definitions

Plagiarism - Any representation of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher, has also engaged in plagiarism.

Digital Citizenship Violations - Per Acceptable Use Policy, students should refrain from using technological resources for violations that involve academic dishonesty. These include using technology to copy, plagiarize, collaborate inappropriately, sending or receiving test questions, accessing another's account, hacking into computer systems, or unauthorized use of artificial intelligence programs/software that generate photos, videos, or text.



Responsibilities

Student: should read, understand, and abide by the honesty expectations in the NCSD handbook and the acceptable use guidelines

Parent/Guardian: should read, understand, abide, communicate, and model requirements in the NCSD handbook and the acceptable use guidelines

Staff: set clear expectations, foster and promote practices that promote academic honesty within their classrooms; construct expectations regarding the use of artificial intelligence programs/software that generate photo, videos, or text; utilize security measures such as anti-plagiarism tools and different versions of assessments

Interventions for Academic Dishonesty



- There are different levels of academic dishonesty. Instances of academic dishonesty should be investigated and take appropriate actions taken when it occurs.
- The teacher is the decision maker regarding consequences for academic dishonesty in accordance with his or her posted and published grading policy within his/her classroom and moves consequences forward as appropriate.
- Violations of this policy shall be reported to the building leader and addressed in accordance with guidelines provided in the district's discipline policy and the Student Discipline and Conduct Handbook.

NCSD Student Handbook



Academic Dishonesty and Violations:

Includes but is not limited to cheating on a test, changing grades, plagiarism, or unauthorized collaboration with another person in preparing written work. This also includes the use of artificially generated words, images, and video to complete an assignment without permission from a teacher/administrator as outlined in Admin Reg. 6301.

Digital Citizenship: Students should refrain from using technological resources for violations that involve academic dishonesty. These include using technology to copy, plagiarize, collaborate inappropriately, sending or receiving test questions, accessing another's account, hacking into computer systems, or unauthorized use of artificial intelligence programs/software that generate photos, videos, or text.

NCSD Student Handbook

**Indecent Exposure or Immoral Acts:**

Any lewd, indecent, or offensive act that would be disruptive or distractive to the educational process as determined by school personnel to include using artificially generated words, images, or video to create an obscene act.

Honesty: Students and adults are expected to conduct themselves with honesty. Examples of honesty include, but are not limited to, the following:

- Doing one's own work
- Answering truthfully within a climate of safety (e.g., without fear of reprisal)
- Being respectful of other people's property (and only taking property that belongs to oneself)

Student Handbook

Discipline example



Descriptions of Behaviors	Examples of Behaviors	Potential Consequences
<u>Minor Disruptions</u> Violations will generally be addressed by the staff member supervising the student when the violation occurs. The staff member's response should teach the correct, alternative behavior so that the student can learn from his or her mistake and demonstrate safe and respectful behaviors in the future. Staff members are expected to use a variety of teaching and management strategies some of which may include:	• Academic Dishonesty/ Violation • Cell-Phone Violation • Defiance • Disruption • Dress Code • Profanity • Truancy • Other behaviors with an effect size of only the student committing the act, excluding major offenses.	• Removal from class to another supervised classroom (short-term) • Loss of privileges • Detention • Parent/guardian notification • Parent/guardian accompanying student to school • In-school community service • Classroom work detail

Acceptable Use Agreement & Other Electronic Resources Form



District Handbook

Please acknowledge the receipt of the [District's Student/Parent Handbook](#). If you are unable to access the handbook electronically or would like to be provided a paper copy of the handbook and sign-off page, one may be requested through NCSD's Student Support Services at 920 South Beverly or 253-3150.

- **This form must be completed for each of your children**

Natrona County School District Student/Parent Handbook*

- ☐ I have received and reviewed the Natrona County School District Student/Parent Handbook. I understand the rules apply to my child and that s/he must follow them. I understand that my child's failure to follow the handbook rules may result in consequences or disciplinary action.

District Technology Information

Acceptable Use Agreement

Please acknowledge the receipt of the NCSD Acceptable Use Agreement. If you are unable to access the agreement electronically or would like to be provided a paper copy of the agreement and sign-off page, one may be requested through NCSD Central Services Office at 970 N Glenn Road.

This form must be completed for each of your children.

[Please click here to read and download the Technology Acceptable Use Policy \(PDF\)](#)

Natrona County School District Acceptable Use Agreement*

- ☐ I have received and reviewed the Natrona County School District Acceptable Use Agreement. I understand the rules/responsibilities apply to my child and that s/he must follow them. I understand that my child's failure to follow the agreement may result in consequences or disciplinary action.

Acceptable Use Agreement & Other Electronic Resources Form



Information Technology



[Click here to submit an I.T. Work Request.](#)

The NCSD Information Technology Department oversees the technology in the District and provides support for staff members using computers, software, and other technology.

IT Help Desk: (307) 253-5215

Infinite Campus Support Line: (307) 253-5306

Policies relating to technology use;

- [Board Policy 6600 – K-12 Instructional Technology](#)
- [Board Policy 5376 - Student and Staff Use of Personal Cell Phones and Other Technology](#)

 [Acceptable Use Agreement and Other Electronic Resources](#)

 [Acceptable Use Agreement and Other Electronic Resources - Spanish Translation](#)

[Acceptable Use Agreement LINK](#)

[NCSD Student Handbook](#)



Types of Tools Teachers Use

- [Turnitin.com](https://www.turnitin.com), [Grammarly.com](https://www.grammarly.com), (AI plagiarism and writing detection)
- [GPTZero](https://www.gptzero.com), [Copyleaks](https://www.copyleaks.com), Winston AI, [CoGrader](https://www.cograder.net), (AI teacher tools)

Types of Protection Tools the District Uses



- Teachers are the first and best line of defense helping students with appropriate AI use
- AI tools have been restricted when abuse has been identified
- Overall umbrella of content filtering ([Linewize](#)) to protect student access from inappropriate material and maintain [CIPA](#) compliance

