

Student Academic Integrity Checklist  
Alamo Heights High School Library

- I understand that academic integrity matters in every situation: graded work, ungraded work, homework, personal pursuits, professional work, hobbies, blogging, website design...at all times! This includes discussing with others, or listening to the discussion about, any tests, quizzes or assignments prior to the teacher's consent.
- I understand my own work and the language of my work. If I do not understand my own vocabulary choices or ideas, then I have plagiarized. When I use someone else's words, they are in quotations and are cited correctly within my work and on the works cited page.
- If I used someone else's original ideas, they are cited both within my work and on the works cited page.
- When paraphrasing, I rewrote the idea into my own writing. I changed the sentence structure and vocabulary to reflect my own thinking and cited the paraphrase with a footnote. **(Not sure how to paraphrase? See Mrs. Kistler!)**
- This work is new. This work is original to this assignment. I am not reusing, redoing or recycling work completed for another class.
- I have a works cited page for my work. All quotes and ideas are cited correctly on this page using the citation style requested by the teacher. (MLA, APA, Chicago)
- I have checked the usage rights for all images. I understand the creator sets the usage rights and I have verified permission to use the image. I have cited the image correctly.
- When teachers provide answer keys, I completed my work before checking those solutions, or have permission to use the answers to troubleshoot my work.
- If I worked on a group project, all names are listed and we have demonstrated academic integrity within the body of our work. To the best of my knowledge, no student violated the Academic Integrity policy of AHHS.
- If I work or study with a friend or a group, but submit an original assignment with only my name, it represents my own thinking and is not plagiarized from another student's work. This includes assignments where "Work with a Partner" is permitted.
- I have kept my notes and research sources for this assignment. If requested, I can produce them for my my teacher.
- I understand that if I work with another person, like a tutor, and they directly or indirectly contribute to my assignment, then my work is **no longer original**. If I received this level of support, my teacher is informed prior to the collaboration and has given direct approval for this support.
- I understand my teacher's expectations for the use of electronic resources and I have followed those directions. Without prior permission, I may not consult other resources, such as Internet sites or Apps, to complete work or solve problems.
- This checklist is only a guide. It is designed to help me self-monitor. If I have any questions, concerns or uncertainties about my work, I will speak directly to my teacher prior to turning in my assignment.