

Adlai E. Stevenson High School • World Languages
Technology Acceptable Usage Guidelines
(iPod Touch Devices, iPads, Language Lab)

1. No food, beverages, gum or candy allowed within 3 feet of devices or in the language lab.
2. Devices and all peripheral equipment such as microphones and headphones are to be treated with care; do not unplug or bend headsets.
3. Students are to move quietly to and from the lab or to collect and return devices when prompted.
4. A staff member must be notified if any equipment is damaged or needs repair.
5. Students may not leave the room in possession of device. If he/she does they are subject to discipline.
6. Devices must be left in ready condition for next occupant: no passwords, no personal screensavers or pictures, etc.
7. Students cannot change iPod, iPad, or computer settings.
8. Students are not to open any programs or apps unless specifically instructed to do so.
9. No surfing the web, emailing or texting without permission from a staff member.
10. Students and their parents will be held liable for damage to equipment and software. This includes theft of any device.
11. All rules in the student guidebook for misuse of technology apply.
12. If a student violates any of the rules, s/he will be subject to disciplinary action which may include notification of parents, deans, detention, and/or denial of lab or access.

I have received, read, and understand the guidelines for use of the World Languages technology.

Name _____ Signature _____

Parent Signature _____ Date _____

Statement of Academic Honesty
World Languages Department • Adlai E. Stevenson High School

DEFINITION

Academic dishonesty involves presenting another person's words or ideas as your own, or allowing someone else to do so. There are many forms of dishonest behavior that are not acceptable which occur both in and out of the class. All forms of dishonesty are punishable with an automatic zero on the assignment and dean consequences. (See Student Guidebook for specific consequences.) Below you will find several examples of dishonest behavior as also presented in the *Communication Arts Division Academic Honesty* document.

EXAMPLES OF DISHONEST BEHAVIOR INCLUDE BUT NOT LIMITED TO:

Plagiarism is considered:

1. copying homework from another student or allowing someone else to do so.
2. utilizing an electronic or on-line translator to put one's words into the target language. Translators are only acceptable when used as a dictionary for a single word.
3. using someone else's, either a classmate's or a published author's, words in a paper without using quotation marks. Key words taken from another source must be put in quotation marks and sources must be cited.
4. using someone else's ideas (i.e. either a classmate's or a published author's) in a paper without giving that person credit.

Other forms of dishonest behavior are:

5. looking at another student's paper during a test or quiz or allowing someone else to do so.
6. giving/receiving answers during a test or quiz.
7. telling a student who has not yet taken a test or quiz what questions are asked on the test.
8. using a paraprofessional, a native speaker, or another person in a nonreciprocal manner. It is appropriate to ask for coaching assistance. However, during this process you are responsible for providing your own answers in order to strengthen your understanding of the material.

DISTINCTION BETWEEN HONEST AND DISHONEST COLLABORATION

It can be helpful to talk about assignments with other people, but when it comes to putting words on paper, **THE WORDS YOU WRITE MUST BE YOUR OWN**. If you are ever in doubt about what the expectations are for a given assignment, ask your teacher -- that's the honest thing to do.

I have read the above definition of academic dishonesty and understand the consequences.

Print Student Name

Date

Student Signature

Parent Signature