

New Student Orientation, Middle School: How to be a Great Online Student Part II

Things to Not Do

Have Academic Dishonesty

Academic integrity means honesty and responsibility while learning. When you submit an assignment for grading, the work should be a reflection of your own understanding and effort. This will assure that the grade you earn is a true reflection of your understanding of the subject.

Academic dishonesty is anything you do that compromises your academic integrity.

Not surprisingly, there is more than one way to be academically dishonest. This can include:

- Cheating
- Plagiarism - If you are unsure about what plagiarism might be, check out our fun blog series, "[Some Thoughts on Plagiarism](#)".
- Misrepresentation
- Duplicate submission
- Academic misconduct

The following examples will help further explain what academic dishonesty looks like from one situation to the next.

- Copying and pasting the answers found online into lessons, quizzes, or tests.
- Copying and pasting words/phrases found online into essays without correctly citing your source (plagiarism).

- Re-using your own written work from a previously submitted assignment or essay (self-plagiarism).
- Sharing your answers with other students.
- Doing coursework for someone else or having someone else do coursework for you.
- Posting content from Ignitia publicly onto the Internet (even as a means of studying).
- Using unauthorized assistance on tests or quizzes.
- Lying to your teacher in an attempt to raise your grade.

The above list is not a comprehensive list. **The bottom line is this:** If you take information from another source and present it as your own (you didn't give credit where credit was due), then you are guilty of academic dishonesty. **All work completed in a dishonest manner will be subject to consequences.**

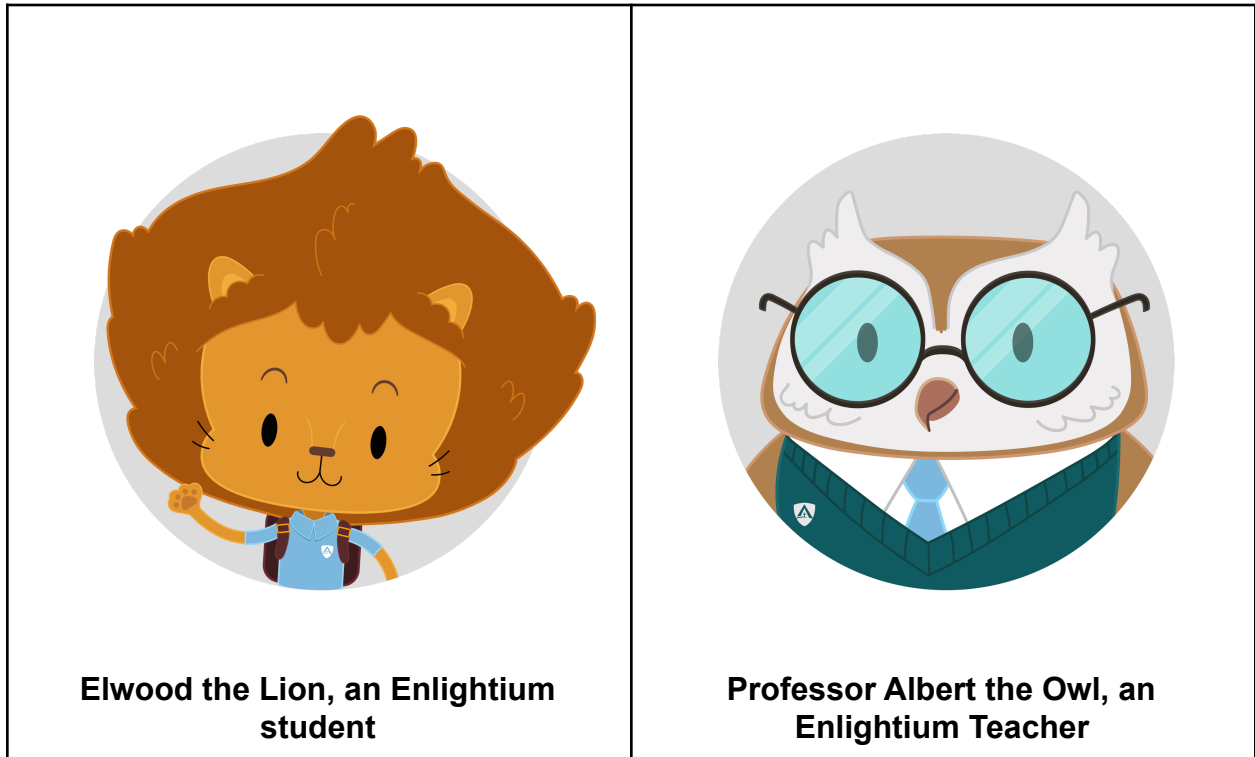
As an accredited online Christian academy, Enlightium emphasizes the importance of academic honesty and integrity. With this in mind, Enlightium has developed a comprehensive academic honesty policy in order to help parents and students better understand what academic dishonesty is, how to avoid it, and what happens if students are caught or suspected of turning in work without academic integrity.

Turn in Blank Submissions

A blank submission is a question that you decided to leave unanswered or answered in a way that is unrelated to the question. This might not seem like a big deal, but it is. Why?

- Blank submissions prevent you from learning.
- The question you're skipping may show up in a future quiz or test, so you will need to learn it anyway.
- You receive a score of zero for that question AND your score for the entire lesson is dropped by 15 points.
- **Enlightium automatically informs your parent or guardian of blank submissions.**
- You may be blocked in your course and unable to proceed until you answer it.

So what do you do if there is a question in a lesson that you don't know the answer to? **Ask for help.** If you have an Enlightium teacher, they want to help you! If you don't have an Enlightium teacher, ask your parent or guardian for help.



To ask an Enlightium teacher for help before you submit the lesson:

1. Click on the “ASK FOR HELP” button. A pop-up will appear.
2. Ask a clear question for your teacher, such as, “Hello Mr./Ms <Teacher>! This lesson has a question and I don't fully understand the material. Would you be able to help me? What does it mean when it says...”
3. Give your teacher some time to see your message and respond. And remember: your teachers want you to succeed!

To ask an Enlightium teacher for help after you submitted a blank question:

1. Click on the “ASK FOR HELP” button. A pop-up will appear.
2. Ask a clear question for your teacher, such as, “Hello Mr./Ms. <Teacher>! I originally left this question blank, but would now like to answer the question. I don't fully understand the material. Would you be able to help me? What does it mean when it says...”

3. Give your teacher some time to see your message and respond. They will either reassign the question or provide a reason as to why they cannot reassign the question.

Have Low Progress

Having low progress means that you are behind in one or more courses. You have until the end of your course to turn in your work, but if you are behind it can be very difficult to catch up.

So what do you do if you have low progress?

1. **Look at the [weekly progress reports](#) sent to your family email.** It will tell you how far behind you are and will tell you exactly how many assignments you need to do each school day to finish on time. You and/or your family can email the Progress Department if you have any questions.
2. **Review the [school calendar](#).** Look for the last day of the semester or school year to see how many days you have left.
3. **Look for [Ignitia Down Days](#),** which are days that you do not have access to Ignitia. You can print out lessons before these days, work on the printed lessons, and then once Ignitia reopens you can submit the answers on the computer. Ignitia Down Days are also great opportunities to work on projects.
4. **Consider a [summer school extension](#).** It may be disheartening to have to enroll in summer school, but it's better to take advantage of that opportunity and finish the schoolwork than receive low grades due to unfinished work.
5. **Come up with a plan as a family.** This might include working evenings, weekends, and holidays on schoolwork, as well as making the most out of Ignitia Down Days and leveraging summer school.
6. **Remain accountable.** Your parent or guardian can check your progress with you daily to see how you're doing. If you're unable to finish enough schoolwork each day, [reach out to your counselor](#) for suggestions.