

ACADEMIC INTEGRITY

Background

Academic dishonesty includes plagiarism and cheating. Plagiarism is the unacknowledged use of other people's ideas or work. Cheating includes having someone else do an assignment for a student, acquiring answers to an assignment or test in an unauthorized manner and assisting another student to attain marks through misrepresentation.

Students are expected to exhibit academic integrity when completing assignments, tests and exams. Using work done by others as part of an assignment is acceptable only if a student clearly indicates whose work it is and where they obtained it (for example, from a website, book, article and so on).

The following are examples of behaviours that constitute plagiarism and cheating:

- Copying and pasting text from online media or websites.
- Transcribing text or simply modifying text from any printed material.
- Using a photograph, video or audio without permission and acknowledgement.
- Using another student's work, even with a few wording changes, and claiming it as one's own, even with permission from the other student.
- Acquiring work from commercial sources, such as essay sellers.
- Translating from one language to another and submitting the result as one's original work.
- Using work that was completed for another class or purpose without getting permission from both teachers.
- Allowing another student to copy one's work.
- Taking credit for a group assignment where one has made no contribution.
- Looking at another student's test to view answers and/or talking to another student during a test; and
- Using a cellphone or technology device during a test, in an unauthorized and inappropriate manner.

Procedures

1. The Director will ensure that this administrative procedure is clearly communicated to students, teachers and home school administration.
2. The Director will investigate reported incidents of plagiarism and cheating. Reports of such incidents may come from a teacher, a teacher assistant or student.

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3. If a student in Grades 10 to 12 is found to have plagiarized or cheated, the Director of Global Education will apply the following consequences:
 - 3.1. The school will be notified. The school will notify the parents.
 - 3.2. The plagiarized work will not be accepted or assessed: assignments, quizzes and/or tests where a student has been found to have cheated will not be accepted or assessed.
 - 3.3. The Director, in consultation with the teacher, will provide an alternate opportunity to meet the learning standards addressed in the initial assignment or test; this opportunity may require the student to submit work in a different format from the original assignment, and the student may also be required to complete the alternate assignment in a supervised setting; and,
 - 3.4. The school principal may consider other consequences.
4. For minor infractions of this procedure involving students in Grades 10 to 12 students the emphasis on the first violation will be educative. The Director will:
 - 4.1. Ensure that the student understands what constitutes plagiarism and/or cheating. The teacher and/or Director will contact the student and the home school.
 - 4.2. Provide, in consultation with the teacher, an opportunity to redo the assignment or test; this opportunity may include a different format than the original assignment or test and may require completion in a supervised setting.
 - 4.3. The school will inform the student's parents of the incident, the actions taken to educate the student on plagiarism and/or cheating and the opportunity to redo the assignment or test.
 - 4.4. Upon the second violation within a school year, the procedures outlined in section 3 above shall apply.
- 1.1. Further violations will be reviewed by the Director and the school administration. Students are subject to disciplinary action, up to and including suspension from courses or, suspension or removal from online learning courses.
5. Supervised Tests and Exams
 - 5.1. All tests and exams must be invigilated by a teacher (either an Global Education teacher or a teacher at the school the student attends). Teachers shall not provide test and exam passwords to students, parents or other individuals that are not authorized to invigilate tests/exams.
 - 5.2. All tests must be completed by students without the use of materials, textbooks or internet resources unless specifically allowed as per teacher instructions. The help of a Teacher Assistant, friend, parent or any other person is not permitted.

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- 5.3. Teachers reserve the right to meet with students to verify test and exam results by web-conferencing.
- 5.4. In the event of academic dishonesty, the procedures outlined in section 3 or 4 above shall apply.
6. Authenticity of Student Submissions
 - 6.1. If a teacher verifies that student work has not been completed independently, the teacher will inform the Director and the procedures outlined in sections 3 or 4 above shall apply. The process to determine if student work has not been completed independently may include:
 - 6.1.1. Consultation with the home school
 - 6.1.2. The use of available tools and applications to identify plagiarism
 - 6.1.3. Teacher observation and first hand evidence.
 - 6.2. Teachers may ask students to meet via web-conferencing to verify assignments submissions. Students will be given the opportunity to demonstrate that their work has been completed independently. Should the teacher determine, following this process, that the student work has not been completed independently, the procedures outlined in sections 3 or 4 above shall apply.

Legal references: *School Act*, ss 6, 10, 20, 22, 23, 65, 85

Adopted: September 2017

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