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## **ACADEMIC HONESTY POLICY**

### **REFERENCE DOCUMENTS**

#### **Ministry Documents:**

- *Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools, First Edition, 2010*
- *Supporting your Child's Learning through Assessment, Evaluation and Reporting, 2010*

#### **TDSB Documents:**

- *Academic Honesty, Operational Procedure PR.613, 2011*
- *Procedure PR590 - Plagiarism Detection Service, 2008*

#### **IB Documents:**

- *Diploma Programme: From principles into practice, "Developing a school academic honesty policy" section, (For use from August 2015)*
- *Diploma Programme Assessment procedures, "A5 Academic honesty" section, 2017*
- *Academic honesty in the Diploma Programme booklet*
- *Academic honesty – Diploma Programme, 2016*

#### **Laurier Documents:**

- *Student Agenda Book*
- *SWLCI Staff Handbook*
- *On-line IB Handbook posted on ManageBac*
- *Course Outlines & Evaluation Policies*

This Academic Honesty policy is followed by IB and non-IB staff and students of the school. Furthermore, students in the International Baccalaureate *Diploma Programme Assessment procedures*, “A5 Academic honesty“, 2017.

## **RATIONALE**

*To provide direction to staff and students on the issues of academic honesty, including cheating and plagiarism*

## **DEFINITIONS**

Cheating is usually defined as the act of practicing deceit or breaking the rules. In the context of assessment and evaluation, cheating would be defined as the deviation from the behaviour expected in an evaluation situation. Examples include but are not limited to:

- Copying another student’s homework;
- Using another student’s work on a test or any other evaluation;
- Bringing unauthorized notes or notations into an evaluation;
- Asking for or giving someone an answer during an evaluation;
- Unauthorized use of electronic media to obtain answers during an evaluation; and
- Presenting assignments that have been completed by someone else as one’s own.

Plagiarism is defined as the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one’s own original work. (*Growing Success 2010 p.151*) It can take many forms, including the following:

- Submitting an essay/assignment written by someone else, e.g., buying an essay online, downloading an essay from a website, having someone else complete one’s assignment, or copying or using work including homework done by another student;
- Piecing together material from one or several sources and adding only linking sentences;
- Quoting or paraphrasing material without citing the source of that material, including, but not limited to books, magazines, journals, websites, newspapers, television programs, radio programs, movies, videos, photographs, and drawings in print or electronic form;
- Copying and pasting from the internet or other electronic sites without citing the source; and
- Omitting quotation marks for direct quotations even if the sources have been cited.

Collusion is defined as supporting academic misconduct by another student, for example allowing one’s work to be copied or submitted for assessment as another. (*Academic honest in the Diploma Programme, p. 2*)

Duplication of work is defined as the presentation of the same work for different assessment components and/or DP requirements. (*Academic honest in the Diploma Programme, p. 2*)

## **RESPONSIBILITIES**

### School

To ensure academic honesty and avoid instances of plagiarism Sir Wilfrid Laurier CI will:

- include information about academic honesty/plagiarism in student agendas, and present this information in a way that is age-appropriate and easily understood by students in all grades;

- promote school practices designed to value academic honesty and protect the rights of the majority of students who are consistently honest, both within the school and parent communities;
- investigate and apply consequences where appropriate on a case by case basis where cheating or plagiarism is suspected;
- provide professional development for teachers relevant to academic honesty and proper subject-specific citation methods;
- keep records centrally located to identify trends or patterns of academic misconduct in particular students;
- severity of consequences will be based on student's history of academic honesty.

### Teachers

To ensure academic honesty and avoid instances of plagiarism, teachers will:

- define plagiarism, collusion and duplication of work and teach students the research skills that help them avoid academic dishonesty (evaluating sources, note making, paraphrasing, proper citing of sources) so that students increase skills and confidence in submitting their own work for evaluation;
- provide age-appropriate instruction about students' ethical responsibility to avoid plagiarism and other types of academic dishonesty;
- clearly inform students of the consequences of academic dishonesty in the course outline distributed at the beginning of the course;
- create research assignments and tests that involve higher-order critical thinking that engage students, therefore reducing the opportunities for students to plagiarize;
- avoid creating assignments that require students to simply gather facts on a topic without engaging in problem solving, making choices or reflecting;
- use a variety of print and electronic to assist in the instruction of research skills;
- give students time to work on the assignment occasionally in class so that the teacher can assess, on an ongoing basis, the research skills students are developing, and can provide support as needed;
- structure major research assignments so that process steps in completing the assignment (bibliographies, thesis statements, outline, notes, drafts) are required of the students and are assessed;
- model exemplary practices, ensuring that handouts and media used in class demonstrates adherence to current copyright and public performance laws.
- ensure that assignments for evaluation, tests and exams are to be completed, whenever possible, under the supervision of a teacher;
- ensure that students understand the function and purpose of [www.turnitin.com](http://www.turnitin.com) as they may be required to submit their assignments through this website;
- apply the procedures for dealing with instances of plagiarism consistently and fairly;

### Students

To ensure academic honesty, students are expected to:

- seek clarification from teachers about actions that constitute plagiarism;
- ensure that all their work is original and that they cite sources accurately and consistently;
- seek remediation when their research skills are deficient;
- understand the penalties for academic dishonesty and plagiarism;

- develop research skills and study habits that are needed to demonstrate academic honesty (*Academic honesty, 2016, p. 16*)
- investigate and evaluate the usefulness of a greater variety of resources, and incorporate and reference them within oral and written presentations (*Academic honesty, 2016, p. 16*)
- understand the importance of acknowledging others (*Academic honesty, 2016, p. 16*)

Issue	School Regulations	Rationale and Special Needs
<i>Integrity and Honesty</i>	<p>Students will be honest and transparent in their communication with all school staff.</p> <p>Students shall not cheat on tests, examinations or assignments.</p> <p>Students shall not plagiarize on any assignment.</p> <p>Students will use information technology for appropriate educational purposes only and will abide by the Student Internet Agreement.</p>	<p>Our goal is to develop academic and personal integrity in our students in order to support academic achievement and student safety.</p>
<p><b>Consequences:</b> Interview with Administration, parental involvement, loss of marks, suspension.</p>		

*SWLCI Staff Handbook. p. 11*

Academic Honesty

Individual course outlines and Student Agendas inform students and parents that any work students submit for evaluation must be their own and that cheating/plagiarism is a serious offence.

When plagiarism/cheating is detected, it will be investigated. If plagiarism/cheating is confirmed by the teacher, he/she will inform the principal/vice principal, the student and the parent/guardian (when the student is under the age of 18) of the specific details regarding the plagiarized assignment or the allegation of cheating and the resulting consequences.

A consequence for cheating and plagiarism may be a mark of zero for the assignment/exam in question.

A repeated pattern of academic dishonesty may result in an escalating severity of consequences.

All students who face the consequences of plagiarism or cheating have the right to appeal the teacher’s decision to the principal/vice principal.

*SWLCI Staff Handbook. p. 24*

Copyright Infringement and Plagiarism

- You must respect the rights of copyright owners. Copyright infringement occurs when you reproduce work without the permission of the copyright owner. Do not copy images, text, graphics, or other materials, unless the source provides permission. If you are not sure, ask your teacher.
- Plagiarism is taking the ideas, writing or images of others and presenting them as if they were yours. If you make use of information from the Internet for projects, assignments or essays, you must acknowledge the source of the information either in a footnote or bibliography.

*SWLCI Staff Handbook, p. 14*

### **CONSEQUENCES OF ACADEMIC DISHONESTY**

It is the intention of the TDSB to provide a consistent and fair approach to dealing with instances of academic dishonesty. When plagiarism/cheating is detected, the following process will be followed:

#### Investigation

When a teacher discovers evidence of plagiarism/cheating, the teacher

- will discuss the matter with the student(s) involved;
- will determine if plagiarism/cheating has occurred;
- may consult with the principal/vice-principal to review the situation or whether there may be a consistent pattern of academic dishonesty.

#### Communication

If the teacher confirms plagiarism/cheating has occurred, the teacher will

- inform the principal/vice-principal of the specific details regarding the plagiarized assignment or the allegation of cheating and the resulting consequences;
- inform the student of the consequences of this instance of plagiarism/cheating;
- inform the parent(s)/guardian (when the student is under the age of 18) that plagiarism/cheating has occurred and the consequences of this action.

#### Minimum Consequences

- a mark of zero may be awarded for the assignment in question, as there has been no evidence that the student has demonstrated research skills required to demonstrate achievement of the course/curriculum expectations or in the professional judgment of the teacher/principal, he/she may provide an opportunity at another time for the student to demonstrate evidence of proper research skills;
- depending on the nature of the offence and in discussion with the principal/vice-principal, the student's other teachers may be alerted;
- repeated pattern of academic dishonesty may result in an escalating severity of consequences.

#### Appeal

All students who face the consequences of academic dishonesty have the right to appeal the teacher's decision to the principal/vice-principal if they believe that the consequences are too severe or unfair.