

Academic Integrity Policy

Some students will knowingly or unknowingly commit academic offences. These offences are sometimes accidental but still have serious implications.

Academic Offences

Excessive collaboration

- » Discussing an assignment in significant detail with peers or splitting up work
- » Using a classmate's assignment as the basis or as a reference for your own or allowing someone else to do this with your assignment
- » Each assignment may have different requirements related to collaboration; be sure to confirm these expectations with your teacher

Plagiarism

- » Copying code, ideas, images, direct quotations, etc. without proper citation
- » *citationmachine.net* is a citation generator that can help you avoid plagiarism – there is also one on Microsoft Word under the References tab
- » Self-plagiarism, re-submitting an assignment for another class, is an offence

Unauthorized use of previous term's assignments, tests, solutions

- » It is unacceptable to have unauthorized access to this information or to accept it if it is offered to you
- » Even if it was not you who obtained it, this is still an offence

Use of another student's previous assignment, test, solution

- » You may not work off of, or refer to in any way, a copy of an assignment a student submitted in a previous semester or year
- » Even though students may have finished a course, their submitted documents may be kept for reference

Theft of another student's intellectual property

- » Looking at another individual's assignment, test or exam without their permission or submitting another individual's assignment as your own are very serious offences and under no circumstances is this excusable

Adapted with permission from the "The Academic Integrity Fact Sheet for Students", University of Waterloo, Office of Academic Integrity, May 2018.

If a student is suspected of committing an academic offence, the teacher will inform administration and will meet with the student to determine the nature and extent of the incident and the student's understanding of the situation and intent.

Students who commit an academic offence will face one or more of the following consequences:

- Redoing part or all of the assessment under direct supervision, or completing an alternate assignment.
- Limited access to academic recognition, school awards and scholarships.
- Additional consequences related to the student's behavior, including community service hours, detentions and/or suspensions.

All consequences will be progressive in nature and take into consideration the number and frequency of incidents and the grade level, maturity and individual circumstances of the student. In all cases, parents or guardians will be informed and a report of the incident will be kept on file. Incidents of academic dishonesty will be communicated in the Learning Skills and Work Habits section of the report card.