

**ADMINISTRATIVE POLICY NO. 616**

**ACADEMIC INTEGRITY AND STUDENT RESPONSIBILITY**

**BACKGROUND**

The Ministry of Education expects all boards of education to ensure that schools establish and communicate expectations of students concerning academic integrity and responsibilities, including timely submission of school work and avoidance of plagiarism. These procedures are developed to guide teachers, school administrators, students and parents/guardians on the appropriate use of information, including issues associated to copyright.

**PURPOSE**

The intent of this policy is to ensure that the concepts of academic integrity and student responsibility are introduced in an age-appropriate way to all students across the school division. The policy will:

1. Provide clarity regarding expectations related to academic integrity and responsibilities to students, teachers, administrators, parents/guardians and board members; and,
2. Support consistency in all grades and subject areas within the school division.

**AUTHORITY** *The Education Act, 1995*

**DEFINITIONS**

1. Academic Integrity: Evidence of one's own learning through demonstration of responsibility, honesty, trust and respect. Actions such as cheating; plagiarism; having others complete the work; buying papers from the internet or resubmission of previously submitted work indicate a lack of academic integrity.
2. Student Responsibility: Assuming responsibility for one's learning, including getting to school/class on time; attending regularly; submitting work on time; doing one's best on exams and assignments.
3. Plagiarism: The unacknowledged use of someone else's words, ideas or creations as one's own whether deliberate or accidental. The process of taking another person's work, ideas or words, and using them as if they were one's own.

## **POLICY**

Students are expected to fulfill their responsibilities within the school's learning environments. Students are expected to take responsibility for their own work and avoid plagiarism.

## **PROCEDURES**

### **General:**

1. Teachers and the in-school administrator will clearly articulate expectations of students with regard to plagiarism, timeliness and student responsibility.
2. Expectations of students regarding timeliness of assignments and plagiarism will be communicated to students verbally and in writing (e.g., within "Classroom Expectations" or the "Course Syllabus").
3. Teachers will review these expectations with students at the beginning of the school year or semester and as appropriate throughout the school year.

**Plagiarism:** When a student plagiarizes the whole or a portion of an assignment the teacher will use his/her professional judgment to determine an appropriate course of action, taking into account factors such as age and maturity of the student, medical status, other personal circumstances, grade level and past behaviour. Actions related to plagiarism should proactively deter students. These may include:

1. Create an open environment for discussion in the classroom, and respond to students' questions about plagiarism; and
2. Teach students how to conduct research, properly cite information sources, use quotations in their work and develop paraphrasing skills.
3. Require the student to complete the assigned work without plagiarizing or penalty on grades.

**Late Assignments:** Students are expected to submit assignments on time. When a student does not submit work on time, the teacher will use his/her professional judgment to determine an appropriate course of action, taking into account factors such as age and maturity of the student, medical status, other personal circumstances, grade level and past behaviour.

Teachers may use their professional discretion to provide students who have missed deadlines due to exceptional circumstances with alternative arrangements to complete assignments.

Actions related to late assignments will be taken within the context of a school-wide plan. These actions may include, among others:

1. Employ proactive measures such as the development and communication of local school procedures and/or professional learning to enhance assessment and evaluation practices that increase student engagement;
2. Communicate with the student and parent/guardian to discuss the reasons for non-completion and develop a plan to complete the work;
3. Develop an agreement with the student to complete the assignment;
4. Require completion of work outside of school hours such as lunchtime or after school;
5. Provide peer support for the student;
6. Provide an alternative assignment to accommodate a diverse learning need;
7. Track the work until it is complete or the issue has been resolved,
8. Report late assignment behaviour separately from achievement related to curriculum outcomes on progress reports;
9. Involve the input of learning specialists such as student support teachers, counsellors and outside agencies.

Approved: April 3, 2012
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