



## LOCKERBY COMPOSITE SCHOOL ACADEMIC HONESTY AND INTEGRITY POLICY

2023 – 2024

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Academic honesty is central to creating an environment of trust upon which an academic community relies. Academic *dishonesty* undermines that environment. Students are thus expected to make ethical choices. Neither cheating nor plagiarism will be tolerated. This policy is intended to protect our students and to protect the integrity of our academic community.

**“Academic Dishonesty** includes plagiarism as well as any deliberate attempt to gain an unfair advantage academically for oneself or others.”<sup>1</sup> A student who cheats on tests/assessments/evaluations, fabricates data, ‘passes on’ work done by them, or presents work done by others as if it were their own is being academically dishonest.

**Plagiarism**, the submission of ideas or work from others as if they were your own, is a frequently used form of dishonesty. Plagiarism is most commonly encountered in essays, extended response answers, open ended ‘projects,’ presentations, or webpage (website) development. A plagiarized assignment/assessment/evaluation can be one in which there is extensive quoting from another source, copying another student’s work, sound files, video clips, pictures or other graphics, all without acknowledgement. Other forms of dishonesty include students who will want to copy laboratories from each other, use ‘cooked’ data or fabricated data, or buy assignments online. **To avoid plagiarism**, students should submit preliminary drafts of their work, discuss the work with their teacher, and document their work or data carefully. This means that formal, written acknowledgement (footnoting or end noting, in-text citations, referencing, or otherwise) **must** be present and part of any assignment/assessment/evaluation.

**Cheating** is the use of assistance that is not permitted in an assignment or test/assessment/evaluation. Cheating is most commonly used on tests/assessment/evaluations, problem assignments, and examinations. **To avoid cheating**, students must know exactly what forms and kinds of assistances are allowed on a test/assessment/evaluation or in an assignment.

Academic dishonesty, which includes both plagiarism and cheating, can include, but is not limited to:

- submitting someone else’s work as their own;
- buying essays or assignments from Internet websites or from individuals, and presenting these products as their own work;
- quoting directly or indirectly (using others’ ideas) from sources without proper citation. These sources include not only books, but radio, audio, film, Internet websites, interviews, journal articles, computer programs, etc. Students must cite anything which is not their original work;
- self-plagiarism: submitting an assignment/assessment/evaluation in a course which has already been used for credit another course;
- writing an assignment/assessment/evaluation for someone else or allowing someone else to copy the assignment/assessment/evaluation for credit in a course;
- copying from another student’s test/assessment/evaluation or examination, or allowing another student to copy during a test/assessment/evaluation or examination;
- using materials which are not permitted during a test/assessment/evaluation or examination;
- giving test/assessment/evaluation questions or answers to a member of any class, or receiving them from anyone;
- unauthorized collaboration;
- fabrication of data or sources;
- posting or sharing test/assessment/evaluation or examination questions online to a website or through social media.



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## SOME EXAMPLES OF ACADEMIC DISHONESTY

**Ex.#1** Sam buys an essay for his ancient history class from the Internet. He buys an essay that will give him an 80% mark on "The Rise and Fall of the Ottoman Empire." The essay is confiscated and Sam receives zero.

**Ex.#2** Joanne 'loans' her presentation (powerpoint and/or otherwise) to Sally. Sally makes one or two small changes and then presents the presentation as her own. The presentation is confiscated. Sally receives zero and Joanne receives zero.

**Ex.#3** Piero works on an equal basis with Justin in a joint physics project, gathering data and submitting a joint report. There is no dishonesty.

**Ex.#4** Piero works with Justin on a joint science fair project but Piero does all the work. As determined by the rubric, their marks will reflect the work each does. There is no dishonesty in this case.

**Ex.#5** Tom has a paper with equations on it in his pencil case. During the test he opens the case and reads the paper. This is cheating. Tom receives zero on the test, and the 'cheat paper' and the test is confiscated.

**Ex.#6** Amanda's eyes stray to her friend's test and she starts to copy her friend's answers on her own test. This is cheating. Amanda receives zero on the test and both her friend's test and Amanda's is confiscated.

**Consequences of Academic Dishonesty:** The assignment, test/assessment/evaluation or examination, along with any other evidence will be confiscated, and the student will receive zero. An incident report will be filed with the Vice-Principal or Principal. If a second incident report is filed then the student will lose the credit for the course. In addition, depending on the severity of the student's actions, the student may be suspended,<sup>2</sup> which may result in a zero in the course.

### References:

1. Queen's University Faculty of Arts and Science Calendar, 2001-2002, p.465
2. Discipline Policy for Elementary and Secondary Schools, Rainbow District School Board, p.5

## SCHOOL COMMUNITY RESPONSIBILITIES

**Students** are expected to produce work, which reflects their best efforts. They will be expected to adhere to the policy on both inside and outside the classroom.

**Parents/Guardians** are expected to support the spirit and intent of this policy by reviewing the policy and encouraging academically ethical behaviour.

**Teachers** are expected to promote academic honesty by making students aware of the policy and are expected to enforce the principles of the policy, and to model the principles of the policy.

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Student Name (please print)

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Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

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Date