

Academic Integrity Policy

Purpose

Maplewood Canadian International School is committed to promoting student academic integrity by providing clear information to students, parents, and staff and implementing educative strategies. This policy promotes academic integrity, defines the actions that constitute a breach of academic integrity (cheating, collusion, plagiarism), and describes the process for investigating and hearing allegations of cheating, collusion, and plagiarism. It also describes the disciplinary action that will be taken when necessary

This policy applies to all students enrolled at Maplewood Canadian International School.

Principles

- MCIS is committed to high academic standards and expects students to understand and respect principles of academic integrity.
- All academic work submitted for assessment at MCIS must be the independent work of the student.
- MCIS will take appropriate steps to detect academic dishonesty including the use of electronic plagiarism detection tools.
- MCIS provides students with information about what constitutes a breach of academic integrity and provides educative strategies to combat cheating, collusion, and plagiarism.
- MCIS acknowledges that not all academic integrity breaches are the same and not all will result in the same outcomes or disciplinary actions.
- All decisions regarding disciplinary action associated with academic dishonesty will be made collectively by the School Behaviour Team.
- The School Behaviour Team will deal with cases of academic dishonesty consistently and fairly in line with our Management of Student Behaviour Policy.
- In responding to allegations of academic dishonesty, The School Behaviour Team will observe the following values of procedural fairness:
 - Students will be given the opportunity to respond to allegations of academic dishonesty and will be entitled to a meeting with their parents and representatives from The School Behaviour Team
 - A previous instance of academic dishonesty will be taken into account in investigating an allegation
 - When a student is determined to have committed academic dishonesty, the determination and disciplinary action will be recorded on the student's record.

Plagiarism & Other Forms of Academic Dishonesty

Plagiarism occurs when the work of another is represented, intentionally or unintentionally, as one's own work, without appropriate acknowledgement of the author or the source. This category of academic dishonesty includes but is not limited to the following:

- *Collusion* – where a piece of work is prepared by working closely with one or more individuals or in a group is represented as if it were the student's own, this includes:
 - Creating the produced work together
 - Determining the method or approach to question and answers or completed assessment tasks
 - Having the support of a tutor and/or other individual while completing work that is to be assessed for a summative grade
 - Sharing exam preparatory materials before an exam and then copying verbatim these materials when answering exam question(s).
- Acquiring or commissioning a piece of work, which is not the student's own and representing it as if it were, by:
 - Purchasing a paper/essay/piece of work from a commercial service, including internet sites, whether pre-written or specially prepared for the student concerned or
 - Submitting a paper/project/assessment/assignment written by another person or including contributions from another individual, either a fellow student or a person who is not a student at MCIS

Other forms of academic dishonesty include, but are not limited to:

- Helping or attempting to help another student to cheat including:
 - Doing work for another student
 - Designing or producing a project for another student
 - Providing answers during an exam, test or quiz including by mobile phone
 - Providing a student with an advance copy of a test
 - Leaving relevant materials behind at the exam site
 - Giving exams / other forms of assessments from outside the exam hall
- Altering the outcome of results
- Acting dishonestly or improperly in assessment tasks and/or examinations
 - Cheating in examinations
 - Falsification of or distorting data
 - Attending classes or exams on behalf of someone else or asking someone to attend a class or take an exam instead of the enrolled student

- Interfering with the work of others, such as sabotaging laboratory experiments or digital files, giving misleading information, or disrupting class activities.

Identification of Academic Dishonesty

Teachers will identify instances of academic dishonesty and follow the procedures as outlined in the Management of Student Behaviour Policy.

Disciplinary Actions

Consequences may include:

- a request to resubmit the specific task
- a zero mark for any part of the assessment for a subject
- a requirement to complete an alternative additional assessment for the subject
- a failing grade for the assignment, assessment, or course
- withholding academic results and/or transcripts for a specified period
- suspension from a course
- expulsion