

## Academic Integrity Policy

The Dufferin-Peel Catholic District School Board defines plagiarism as:

. . . the act of **claiming another's words, ideas, work as one's own** such as, but not limited to, **copying another student's work, copying and pasting text from electronic sources without citing and identifying it as a quotation, falsifying a citation, quoting a source without citation, paraphrasing but not citing the source, copying and pasting graphics without citing the source** etc.

### Academic Honesty

The guiding principle of academic integrity can be seen as built up from a number of simpler concepts in education, that starts early during the Primary years (PYP), and is reinforced during the Middle Years Programme (MYP).

As outlined in the Learner Profile Attributes, IB students at St. James CGLC are encouraged to be principled by acting with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere.

Moreover, we encourage our students to be effective communicators by expressing themselves confidently and creatively in more than one language and in many ways. Students collaborate effectively, listening carefully to the perspectives of other individuals and groups. Students strive to be content creators, not content imitators.

It is the responsibility of students to be academically honest in all aspects of their school work so that the marks they receive are a true reflection of their own achievement. Therefore, academic *dishonesty* is a serious offence.

According to IB MYP Principles into Practice, "Upholding academic honesty also helps to ensure that all students have an equal opportunity to demonstrate their knowledge and skills they acquire during their studies."

As principled learners at St. James CGLC, students will show the initiative to use multiple sources, will be able to determine the difference between credible and non-credible sources, and strive to explore new ideas with resilience, forethought, determination, and care.

### Cheating/Plagiarism

*Cheating* is an act of academic dishonesty and comes in many forms such as, but not limited to,

*communicating in any form, copying from others, using unauthorized notes, aids, electronic equipment during an evaluation (test, task, report, etc.).*

*Plagiarism, an example of cheating, is the act of claiming another's words, ideas, work as one's own, such as, but not limited to, copying another student's work, copying and pasting text from electronic sources without citing and identifying it as a quotation, falsifying a citation, quoting a source without citation, paraphrasing but not citing the source, copying and pasting graphics without citing the source etc.*

Plagiarism also consists of paraphrasing another's idea, without acknowledging the source. This applies, whether the original idea comes from a book, or an online source. Material on an internet web site is not public property.

Depending on the offence, an appropriate consequence may be assigned. Students who assist others in cheating/plagiarizing will also be disciplined accordingly.

## **Collaboration/Collusion**

As per the Ontario Graduate Expectations, students are expected to be effective collaborators, meaning they work cooperatively with others as a team, and contribute meaningfully to a common goal.

Collaboration is working together on a common aim with shared information, which is an open and cooperative behavior that does not result in allowing one's work to be copied or submitted for assessment by another. This can include collaborating in virtual learning spaces, and electronic information. With the common good in mind, a collaborator respects the rights, responsibilities and contributions of self and others and ensures that the group's efforts reflect originality and integrity. An effective collaborator at St. James CGLC evaluates a range of points of view and is willing to grow from the experience of others.

Collusion is defined as supporting academic misconduct by another student. For example, allowing one's work to be copied or submitted by another for assessment. Collusion is allowing malpractice by another classmate. Furthermore, duplication of work is the presentation of the same work for different assessment components.

## **Good Practice**

During research, students are purposefully searching for the ideas, theories, opinions and facts provided by other people. St. James CGLC students are expected to use the work of others to support their own opinion(s). However, a citation format must be used to identify the source of information used. The expectation for an MYP student is that the name of author, date of publication, title of source and page numbers, as applicable are listed. If the origin of the source is unknown, it's probably best not to use it. Students are expected to make clear which words, ideas, images and works are not their own (including maps, charts, musical compositions, movies, computer source codes and any other material) by giving credit to any copied, adapted and paraphrased material. When using texts, students must make clear where the borrowed material starts and finishes. All sources cited in the text must be listed in the bibliography or works cited list, and all sources in the list must be cited in the text.

To promote academic honesty, students will be supported in learning specific Approaches to Learning

skills which will guide their decision making when completed tasks. This teaching and learning will occur over multiple disciplines and may include, but is not limited to the following:

- Communication – Communication Skills:
  - Paraphrase accurately and concisely
- Social - Collaborative Skills:
  - Take responsibility for one's own actions
- Self-Management – Reflective Skills:
  - Consider ethical, cultural or environmental implications
- Self-Management Skills – Information Literacy Skills:
  - Collect, verify and record data
  - Create references and citations, use footnotes/endnotes and construct a bibliography according to recognized conventions
- Research – Media Literacy Skills:
  - Locate, organize, analyze, evaluate, synthesize and ethically use information from a variety of sources and media (including digital social media and online networks)

## **Avoiding Plagiarism**

To avoid plagiarizing, students must:

- document the exact written or spoken words of another person;
- document graphs, statistics, tables, charts, drawings, artwork, etc. not created by the student
- credit all the sources they use, even if paraphrased or summarized;
- clearly distinguish between their work and the source being used using quotation marks, indentation or similar method;
- include a bibliography, using a style of reference that is appropriate to the subject (i.e. APA, MLA)

## **Stakeholders**

*IB students* understand:

- their responsibility for producing authentic and genuine individual and group work
- how to correctly attribute sources, acknowledging the work and ideas of others
- the responsible use of information technology and social media
- how to observe and adhere to ethical and honest practice

Teacher Responsibility:

2024-2025 (reviewed/updated)

- reinforce the principle of academic integrity through all teaching, learning and assessment practices
- provide lessons in digital responsibility and practice
- conduct quality assurance checks
- keep copies of students' past work in case a plagiarism check is required
- Contact parent/guardian when plagiarism is suspected/confirmed

In addition to subject teachers, and the school librarian, parents and legal guardians are important partners in promoting academic integrity. This is a learning process for students and the responsibility of supporting students will be shared amongst family, school, parish and community.

### **Consequences**

Depending on the circumstance, an appropriate consequence will be assigned which may include, but is not limited to:

- Redoing the assignment
- Redoing a section of the assignment
- Completing an alternative assignment
- Assigning a zero

### **RESOURCES:**

#### **IB Academic Integrity Policy**

<https://www.ibo.org/globalassets/new-structure/programmes/shared-resources/pdfs/academic-integrity-policy-en.pdf>

#### **DPCDSB Policy 8.12 - Personal Electronic Devices**

<http://dp24/PnP/Board%20Policies/08.12.pdf#search=PED%20use>

#### **DPCDSB Policy 9.01/GAP 530 - Catholic Code of Conduct**

<http://dp24/PnP/GAP%20Documents/530.00.pdf#search=academic%20integrity>

#### **Artificial Intelligence in DPCDSB**

<https://dpcdsborg.sharepoint.com/sites/DPTECHDEPARTMENT/SitePages/Artificial%20Intelligence%20in%20DPCDSB.aspx>

