



Academic Integrity Policy

Preamble

The Essential Elements of an Edmund Rice Christian Brother Education (ERCBE) form the foundation of all that we do at St. Thomas More Collegiate (STMC). The very essence of these Essential Elements is also at the heart of STMC's Academic Integrity Policy. Our ultimate goal is to help guide our young Knights to be faith-filled and principled - so that they strive to always act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities; and, that they take responsibility for their own actions and the consequences that accompany them.¹

Learning how to demonstrate academic integrity is one way to facilitate STMC's aim of helping nurture the development of the whole person. When applied to learning and student work, STMC's work in the area of Academic Integrity will establish skills and behaviours that support good practices found in the classroom, in homework and in examinations. These good practices will be introduced and reinforced, modeled and used across classrooms and learning environments at STMC.

Policy

Defining the Terms²

- **Academic integrity / academic honesty:** the production of authentic, original pieces of work.
- **Academic misconduct:** includes, but is not limited to, cheating of any sort, assisting someone else to cheat, plagiarism, handing in another student's work as one's own, copying and/or allowing someone to copy work for evaluation, and handing in material downloaded from the Internet.
- **AI** - Any work produced in part or whole with the use of Artificial Intelligence. Eg. Chat GPT
- **Plagiarism:** the representation of the ideas or work of another person or AI generated as one's own. Plagiarism can include words, ideas and pictures as well as failure to fully acknowledge sources used either for direct quotation or paraphrasing. Regardless of whether or not plagiarism is intentional, it still constitutes malpractice.
- **Collusion:** allowing one's work to be copied or submitted for assessment by another. Collusion could involve letting another student copy one's work or providing another student with material to submit for assessment. Collusion is in contrast to *collaboration*, where students work cooperatively and share information with the consent of their teacher.
- **Duplication of work:** the presentation of the same work for different assessment components and/or requirements without the prior approval of the teachers involved.



• **Other examples of malpractice:** any other behaviours that gain an unfair advantage for a student or that affects the results of another student (for example, taking unauthorized material into an examination room, misconduct during an examination).

Expectations

In a cohesive, comprehensive and intentional way, students will receive both direct and indirect instruction in the following areas from Teacher-Librarians and all faculty. The expectations and best practices are set out below.

data gathering techniques; research writing techniques; considering bias in reference material; the planning, preparation and execution of research writing assignments; and the rules for acknowledging source material based on standard practice (regarding such areas as footnotes and bibliographies).

*The academically honest student **does**:*

- ✓ follows all assignment and assessment rules;
- ✓ uses direct quotations appropriately;
- ✓ understands the concept of plagiarism;
- ✓ cites source materials in a formal and appropriate manner;
- ✓ acknowledges explicitly and appropriately help provided by another person;
- ✓ understands the consequences of cheating regarding both school-based work and external examinations and assessments.

*The academically honest student **does not**:*

- X write essays or completes homework for other students;
- X give another student their work to copy;
- X copy the assessment work of other students;
- X purchase and submit pieces written by someone else;
- X present material written by another student or AI generated as their own;
- X use notes during a test unless allowed by the teacher or permitted by the examination rules;
- X present artistic or creative work in any medium that has literally been reproduced except in a manner allowed by the teacher or permitted by the examination rules;
- X use AI to write any portion of an assignment.



Consequences

Violations of Academic Integrity will be divided into two levels. These levels are determined by the importance of the assignment and premeditation of the student.

Level One: Violations will be dealt with by the teacher with the student. Students who are caught will receive a zero or be presented with the opportunity to rewrite the assignment with a threshold on the level they can achieve on the suspected assignment. Parents will be contacted by the teacher. The school administration will be consulted as to the course of action.

Level One violations include, but are not limited to:

- copying homework;
- looking at another's exam, test or quiz;
- letting another student look on an exam, test or a quiz;
- taking information from another source that is not properly cited;
- working with others on an assignment that was meant to be done individually;
- using AI to generate in whole or in part any assignment.

A second Level One violation will be considered a Level Two violation and will be dealt with accordingly.

Level Two: Violations are severe and will be dealt with by the teacher and the Administration directly. Parents will be contacted.

Level Two violations include, but are not limited to:

- copying papers or essays from the Internet, other publications, or other students;
- gaining access to any part of an exam, test or quiz in advance to use or to distribute to others;
- submitting as original work a computer program that has been developed by another;
- submitting AI generated work in whole or in part;
- using other secretive methods (smart watch, cell phone, earbuds or listening devices) of receiving or giving answers on an exam, test or quiz; and
- writing someone else's work for them.

These violations are considered theft; therefore, any student who commits a Level Two violation will receive a zero on the suspect assignment. The student must still meet the minimum requirements of the course by rewriting the assignment according to the teacher's specifications. The marks on this assignment will not be added to the student's grade. Further consequences may include suspension from the class or suspension



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from the school. Students may also be precluded from receiving recognition for citizenship or high academic standing. Exclusion from extra-curricular activities, such as fine arts, sports activities, or other school-sanctioned events which demand social integrity may also be considered.

Note: *Parts of this document itself are a modification of policies currently used at St. Thomas More Collegiate, as well as other Christian Brother schools around the world. Principal outside sources include Carson Graham Secondary School and Rockridge Secondary School.*

References 1 International Baccalaureate. Learner Profile. "Principled." http://www.ibo.org/programmes/profile/ 2 International Baccalaureate Diploma Programme Academic Honesty Guide (2011). Section 2.1. Accessed on November 29, 2012: http://occ.ibo.org/ibis/documents/general/specific_ interest/malpr actice/g_0_malpr_sup_1107_1_e.pdf	Approved Stephen Garland - July 2023
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