

ACADEMIC HONESTY POLICY

Academic Honesty

Academic honesty means to always use one's own voice, words, ideas and/or creativity in any academic work, in whatever expression and form.

What are examples of academic malpractice?

- **Plagiarism:** Taking someone else's intellectual property, their work and/or ideas, and representing them as your own.
- **Cheating:** Student has copied the work of another student. Student has accessed the answers to a piece of work (e.g. from the internet or a textbook) and copied explicitly or used this as a basis for deriving his/her answers.
- **In-correct/incomplete in text citations:** Student has not correctly cited sources used.

For Grades 7-13: At the discretion of the Head of School additional internal sanctions may be given.

Parent's Signature

Student's Signature

Student Plagiarism Checklist

- I have used MLA format citations in my work.
- I noted the source and proper citation for all sources used.
- I recorded when I was paraphrasing, taking quotes and giving my own ideas when writing.
- My outline/draft contains all proper citations.
- I have not read outside sources when the assignment asks for my analysis.
- I put quotation marks around quotes.
- I have put in-text citations wherever I have used a source.
- I have a full bibliography which cites all sources.
- I have not copied and pasted images without citation.
- I have read through my final draft and checked all material from other sources is cited.
- I have checked in-text citations and my bibliography to make sure it is correct and complete.

AI TOOLS AND ACADEMIC MISCONDUCT POLICY

What are Artificial Intelligence (AI) Tools?

Artificial Intelligence (AI) are software tools that can respond to a request (or prompt) with an answer that creates a humanlike conversational dialogue. AI tools such as ChatGPT are different to search engines which direct you to webpages that could answer your question.

Our philosophy on AI tools

We recognize that AI tools are game changers in terms of the skills our students will need for the future. We want students to exercise thinking skills critically when using this type of technology.

Guidance

Students using AI tools should follow the following guidelines:

- Before writing a piece of work, students should find research material using search engines to get ideas and help shape their arguments.

- Students benefit from having an example of a good essay to look at when drafting their own work. However, the student must be clear that they are only using it to understand what good essay structures and coherent supported arguments look like, not to copy sections of it.
- Students are encouraged to ask the software research questions rather than the essay title, and then explore the sources it provides—ensuring they also explore the inherent bias of the results.
- If students use the text (or any other product) produced by an AI tool—be that by copying or paraphrasing that text or modifying an image—**they must clearly reference the AI tool in the body of their work and add it to the bibliography.**

Students are responsible for:

- Submitting for assessment that is their own – ideas and words.
- Ensuring that work meets the expectations of academic integrity.
- Fully acknowledging the work, ideas and words of others within their work – this includes citing within the body of their work and within a bibliography at the end, all sources referred to in producing the work. This applies, regardless of whether they have used books, websites, photographs, audio-visual material, maps, graphs etc.

Sanctions for misconduct for improper AI usage/plagiarism:

Our sanctions provide opportunities for students to be reflective.

Students who have used AI incorrectly, or done incorrect citations, are required to reflect and re-submit a piece of work. They are reminded of the school's academic policy. The teacher does not mark the initial work and students must resubmit work with proper citations. **They can still acquire full marks on their first offence.**

Example questions students will be asked to reflect on include:

- Where are your full citations?
- How does the teacher know what you have learnt?
- Where can the AI help you? Where can it not?
- Where do you think it is obvious that AI has been used?
- What did the AI fail to include/exclude that can jeopardise your grades?
- Are there barriers preventing you from doing the work yourself?

Continued offences:

The consequences for the student if there is a further suspected case of dishonesty is that he/she is made to re-submit a piece of work but cannot receive full marks for it. Parents are notified by the teacher and it is recorded for future reference.

The student and parent(s) may be called in to school for a meeting with administration should the problem persist.

Depending on the nature and extent of academic malpractice and whether there is any history of similar behaviour, further sanctions could be implemented.

Cheating

Cheating is a student intentionally copying the work of another student, or another resource, and claiming it as their own. Cheating is also accessing material in a test that has not been authorized.

The student who allowed his/her work to be copied will be dealt with depending upon the situation.

Sanctions will be decided on a case by case basis. Sanctions include:

- Students can expect to receive a zero for the piece of work.
- Parents will be contacted, and required to meet with administration.
- A note put in the students' file.



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- Lunch or after school detention,
- For serious cases, a formal letter may be sent home and further action may be taken.



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