PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6	

POLICY ITEM: Academic Integrity and Student Responsibility	CODE: HKB
LEGAL STATUS: The Education Act, 1995, Board Motion # 178.14, #160.23	DATE APPROVED: 22 Sept 14, 21 Aug 23

Background: The Board recognizes that students in the K-12 system are on a development continuum, taking increasing responsibility for their learning under the care and guidance of teachers and in-school administrators. We want to foster a love of learning and build an atmosphere of trust and honour where academic integrity is a common goal for students, staff and parents. To that end, a consistent approach across the school division is needed to establish clear expectations for students, provide age-appropriate instruction on the ethical use of information, reduce opportunities to engage in academic dishonesty, understand the root of lapse in academic integrity and student responsibility and challenging it when it occurs.

POLICY: **The Board of Education believes in fostering a culture of student responsibility and academic integrity in all the schools within the context of sound instruction and assessment, evaluation, and grading processes. The Director of Education or designate will promote the development and use of a consistent approach across the division.**

Guidelines:

1. The school division and schools will build an expectation of honour through example and modeling and based on the assumption that students are capable of academic honesty.

2. The school division will provide support and examples of practices, as updated from time to time, in the Assessment Handbook.

3. The division will establish sound assessment, evaluation, grading and reporting practices.

4. Teachers will teach grade-specific skills to use information responsibly, respectfully and critically as outlined in the School Division's *Inquiry and Research Scope and Sequence.*

5. In-school administrators, in collaboration with the teachers in the school, will clearly articulate expectations of students with regard to plagiarism, cheating, use of artificial intelligence, timeliness and overall student responsibility.

6. Teachers will provide clarity as to what constitutes plagiarism and cheating and outline expectations about artificial intelligence and timeliness in submitting assignments.

7. Teachers will recognize the reasons why students might engage in academic dishonesty – family expectations to succeed, desire to excel, pressure to get high grades, competition, lack of preparation, apathy, low self-esteem and be proactive in promoting academic integrity.

8. Teachers will consider strategies to reduce opportunities for academic dishonesty through effective design of fair, sound and rich assignments and assessments, use of learning technologies, and use of space.
9. Teachers will provide support and processes for timely submission of assignments.
10. Schools will develop fair, prompt and efficient due process procedures that promote both consistency among teachers and the use of the professional judgment of the teacher who knows the student and situation best.

Procedures:

1. Each school will clearly articulate age-appropriate expectations related to student responsibility in relation to timeliness, plagiarism, cheating and artificial intelligence. Samples of processes and procedures are outlined in the Administrative Handbook.
2. Expectations will be reviewed with students at the beginning of the school year or semester and as appropriate throughout the school year.
3. When a student plagiarizes, in whole or in part, an assignment, is caught cheating, uses artificial intelligence in an unauthorized manner, or does not hand in an assignment on time, the teacher will use his/her professional judgement to determine an appropriate course of action, taking into account factors such as grade level, age and maturity of the student, and other personal circumstances. Strategies related to dealing with plagiarism, cheating, artificial intelligence, or late assignments are cited in the Assessment Handbook.

Definitions

Student Responsibility
Assuming responsibility for one's learning, including getting to school/class on time, attending regularly, submitting work on time, doing one's best on assessments and assignments, is considered student responsibility.

Academic Integrity
Evidence of one's own learning through demonstration of responsibility, honesty, trust, and respect is academic integrity. It is planning for and completing assignments and assessments to the best of one's ability using the parameters of the assignment/assessment given. If research, knowledge and evidence of others are necessary, then this will be cited properly to the best of the student's ability. This also includes submitting the assignment when requested by the teacher unless prior authorized use of intelligence approval has been granted. Actions such as cheating, plagiarism, having others complete the work, buying papers from the internet or resubmission of previously submitted work, indicate a lack of academic integrity.

Plagiarism
The unacknowledged use of someone else's words, ideas or creations as one's own whether deliberate or accidental is plagiarism. It might include submitting an assignment that was completed by another and claiming it as one's own, incorporating large segments of someone

else's work without referencing the source, or submitting a downloaded essay (free or purchased) from a website.

Cheating

Cheating is anything that gives a student an unearned advantage. It may include sneaking a peek at another student's answers during an exam, sneaking in notes into a test situation, padding a bibliography or list of references, collaborating on an assignment when the teacher expects individual work, copying a friend's homework, or asking for a deadline extension by using a false excuse.

Artificial Intelligence (AI)

The use of any AI tool in an unauthorized situation to produce assignments, essays, projects, or complete exams and are submitted as your own work.

Reference: Academic Integrity and Student Responsibility Guidelines Ministry of Education July 12, 2011