

Purpose

This policy will provide direction to staff, students, and parents on the issues of academic honesty, including cheating and plagiarism.

Procedure

Definitions

Cheating

Zoo School defines cheating as including, but not limited to the following:

- Copying another student's work.
- Handing in assignments that have been completed by someone else.
- Bringing unauthorized notes into an evaluation.
- Asking for or giving someone an answer during an evaluation.
- Obtaining answers by unauthorized use of electronic devices during an evaluation.

Plagiarism

Zoo School defines plagiarism as the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work. (Growing Success 2010 p.151)

Examples including the following:

- Submitting an assignment written by someone else, e.g. one written by another classmate, one found on-line, one submitted by a previous Zoo School student, or using another student's work to complete your own.
- Simply using linking sentences to piece together researched material.
- Not citing the source for quotations used.
- Using somebody else's work without citing the source.
- Not using quotation marks for direct quotations (even if the sources have been cited).

Responsibility

Zoo School

To ensure academic honesty and avoid instances of plagiarism Toronto Zoo School will:

- Include information about academic honesty/plagiarism in the classroom as well as making it available in the course information on the Toronto Zoo website.
- Promote school practices designed to value academic honesty and protect the rights of the Zoo School students who are honest.
- Investigate and apply consequences where appropriate on a case by case basis where cheating or plagiarism is suspected.

Teachers

To ensure academic honesty and avoid instances of plagiarism, the Zoo School teacher will:

- Define plagiarism to the students and explain their responsibility to avoid plagiarism.
- Create assignments requiring students to use higher-order critical thinking skills, therefore reducing the opportunities for students to plagiarise.
- Avoid assignments that require students to simply research a topic.
- Ensure that tests and exams are completed, whenever possible, under the supervision of the teacher.
- Treat all students equally with regards to dealing with instances of plagiarism.
- As required, students may have the opportunity to have work reviewed

Students

To ensure academic honesty and avoid instances of plagiarism, students are expected to:

Procedures

Consequences of Academic Dishonesty

Investigation

Communication -
If the teacher confirms plagiarism/cheating has occurred:

Minimum Consequences for Plagiarism

Appeal

prior to being assessed. Guidance can then be provided with regards to plagiarism.

- Ensure students are aware of the consequences of plagiarism at the start of Zoo School.
- Ensure that students know the behaviour expected of them during assessed activities/exams.
- Ask the teacher if they are unsure about what counts as plagiarism.
- Ask for help if they are unsure how to research appropriately.
- Seek assistance when their research skills require improvement.
- Understand the consequences of plagiarism.
- Ensure that all their work is original and that they cite all sources used.

Zoo School will provide a consistent approach to dealing with instances of academic dishonesty, specifically with plagiarism and cheating. When plagiarism/cheating is detected, the following actions will be taken:

- When the Zoo School teacher discovers evidence of plagiarism/cheating, they will discuss the incident with the student(s) involved.
- The teacher will confirm if plagiarism/cheating has occurred.
- The teacher will inform the Zoo School principal(s) .
- The teacher will inform the student of the consequences of this instance of plagiarism/cheating.
- The teacher will inform the student's parent(s)/guardian(s) of the incident and the consequences.
- A mark of zero may be awarded for the assignment.
- The teacher/principal, may allow the student another opportunity to complete the assignment.
- If repeated instances of plagiarism occur, an increasing severity of consequences may result, including a failing grade and/or expulsion from the course.
- Students who are charged with and face the consequences of plagiarism or cheating have the right to appeal the teacher's decision to the principal.

REFERENCE DOCUMENTS

This policy was created using the Toronto District School Board's Academic Honesty, Operational Procedure document.

Ministry Documents

Growing Success: Assessment, Evaluation and Reporting in Ontario Schools, First Edition, Covering Grades 1 – 12, 2010

TDSB Documents

Academic Honesty, Operational Procedure PR.613