

Academic Integrity Policy

Academic dishonesty is strictly prohibited. Students are expected to submit work that is entirely their own and reflects their own learning. Any attempt to gain an unfair advantage or assist others in doing so is a violation of school policy.

Academic integrity is the commitment to honest and responsible academic behaviour. It means completing and submitting original work, acknowledging the ideas and contributions of others, following assessment expectations, and demonstrating ethical conduct in all learning activities.

Academic dishonesty occurs when a student acts dishonestly to gain an unfair academic advantage or misrepresents another person's work, ideas, or contributions as their own. Examples include:

- **Cheating:** Acting dishonestly or unfairly in order to gain an advantage, such as using unauthorized materials or information during an assessment.
- **Plagiarism:** Presenting another person's work, ideas, or contributions as your own without proper acknowledgment.
- **Misuse of Technology, including AI:** The use of any electronic device or AI—including smartphones, smart glasses, and smartwatches during an assessment is strictly forbidden. Simply having these devices visible or accessible during a test may be considered an attempt to cheat.
- **Unauthorized collaboration:** Working together with others on an assignment or assessment when independent work is required by the instructor.
- **Facilitating academic dishonesty:** Helping another student to cheat or violate academic integrity policies, such as sharing answers or allowing others to copy work.
- **Compromising assessments:** Interfering with the integrity of an exam or assignment, such as stealing questions, sharing test content, or altering grades.
- **Smartermarks Collusion:** Dishonesty on machine-scored questions analyzed by the comparison of user input in the Smartermarks program.

Disciplinary Consequences

Consequences for academic dishonesty are applied progressively and are governed by [Administrative Regulation HG.AR \(Student Behaviour and Conduct\)](#).

Academic Integrity: Procedures & Consequences

To ensure fairness and maintain the value of student work, Ross Sheppard High School follows a consistent process when academic dishonesty occurs.

First Offense (in ANY course) - If a student is found to have committed an act of academic dishonesty in any course:

- **Notification:** Teacher will notify the Assistant Principal & Department Head of the offence.
- **Parent Communication:** The student's parent or guardian will be notified by the assistant principal and a meeting will ensue via phone call or in-person as to next steps.
- **Grade Replacement:** A grade of zero is entered - an opportunity to replace the assessment is to be determined by teacher and administration.
- **Suspension:** The student will be suspended for **ONE** day out of school suspension.

Second Offense (within ANY course) - If a second act of academic dishonesty occurs within the same school year:

- **Notification:** Teacher will notify the Assistant Principal & Department Head of the offence.
- **Parent Communication:** The student's parent or guardian will be notified by the assistant principal and a meeting will ensue via phone call or in-person as to next steps.
- **Grade Replacement:** A grade of zero is entered - an opportunity to replace the assessment is to be determined by teacher and administration.
- **Suspension:** The student will be suspended for a **THREE** day out of school suspension.
- **Further Steps:** If the student has committed a second offence in the SAME class, alternative programming could be implemented.

Third Offense (within ANY course) - If a third act of academic dishonesty occurs within the same school year:

- **Notification:** Teacher will notify the Assistant Principal & Department Head of the offence.
- **Parent Communication:** The student's parent or guardian will be notified by the assistant principal and a meeting will ensue via phone call or in-person as to next steps.
- **Grade Replacement:** A grade of zero is entered - an opportunity to replace assessment is to be determined.
- **Suspension:** The student will be suspended for a **THREE** day out of school suspension.
- **Further Steps:** If the student has committed a second offence in the SAME class, alternative programming could be implemented and a discussion regarding appropriate course placement with parents and school administration will occur.

We encourage all students to act with integrity and reach out for guidance as needed.