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Cheating and Plagiarism Policy

Convoy International Secondary Academy requires academic honesty from all students. This requires students to always submit original work and to give credit to all research sources correctly and consistently.

Definition of Plagiarism

Plagiarism is an act of theft known by many names: cheating, borrowing, stealing or copying. Plagiarism is intentionally or unintentionally using another person's words or ideas and presenting these as one's own. It includes submitting an essay written by another student, allowing a student to submit your work, obtaining one from the many services provided on the Internet or copying sections from various documents and not acknowledging the original source. It is a serious offence that may result in significant academic consequences.

Policies and Procedures on Plagiarized Assignment

- The teacher and student will discuss the teacher's concerns. The principal may be involved.
- If the plagiarism is found to be intentional, the academic penalty may be a mark of zero and a record of this will be kept in the principal's office and student assessment file.
- If the plagiarism is found to be unintentional, the student will be given the opportunity to redo the work by an agreed upon date.
- A student may appeal a decision made by the teacher within five school days of the student/teacher meeting. The appeal must be made in writing to a member of the school administration and must outline the reasons supporting the appeal. Three staff members appointed by the principal will hear the appeal. The decision of the committee will be final.

Student Responsibility

Students' understanding of the concept of academic dishonesty depends on their age and stage of development. Using the work or ideas of another writer as though they were your own is plagiarism. Students must understand the concept of plagiarism and why it is wrong to plagiarize. When working on assignments, students' progress skills should be monitored and directed along the way to ensure the appropriate use of reference materials.

It is the student's responsibility to be honest in all aspects of academic work.

Consequences of academic dishonesty may include a reduction of marks up to 100% depending on the severity of the offense.

Homework and Assignments

Homework is to be completed by the student himself/herself. It should never be completed or copied in whole or in part from another person, student or source. While it may be permissible to discuss homework assignments with other students, such discussion is a preliminary stage only, which must be followed carefully at all times by individual effort, research, and answering. The student must complete homework him/herself independently.

Assignments

Assignments prepared, including essays, term papers, thesis, lab reports, written responses, creative work, homework, and tests or components of tests, must be completed by the student and be the student's own work; they should never be in part or in whole copied from another person, student or source. The student should never present the words, research, or ideas of another person, student or source without proper acknowledgement. The student is expected to follow the instructions for preparing and submitting the assignment and adhere to the practices for academic honesty.

Essays

Essays must be completed by the student and be the student's own work. It should never be in part or in whole copied from another person, student or source, and should never be presenting the words, research or ideas of another person or source without proper acknowledgement. The student is expected to follow carefully the instructions for preparing and submitting the essay, and to adhere to the practices of academic honesty.

Thesis/Art Design Portfolio

Thesis/Art Design Portfolios must be completed by the student and be the student's own creative work. They should never be in part or in whole copied from another person, student or source, and should never be presenting the words, research or ideas of another person or source without proper acknowledgement. The student is expected to follow carefully the instructions for preparing and submitting the thesis/art design portfolio.

Presentations and Seminars

Any work the student has prepared for presentation is presumed to be entirely his own, unless he has made proper acknowledgement of help from another person, student, or source.