



ACADEMIC INTEGRITY POLICY

General

Quebec Virtual Academy places the principle of academic integrity as one of its highest values. Our school understands academic integrity to be encompassed by honesty, responsibility and fairness. These ideals directly inform our philosophy in all academic matters, especially pertaining to the submission of work for academic evaluation and student-staff relationships. School staff, students and administrators are expected to be honest and responsible in their academic conduct and their assessment of academic matters.

The Academic Integrity Policy sets out for students, school staff and administrators the expectations of academic integrity and definitions of academic misconduct. The school strives to provide a teaching and learning environment in which academic integrity is reflected in the student's dealings with school staff and in their academic work and processes, where instructors foster academic integrity with their students, in their review of students' academic work, and in their exercise of academic processes.

Academic integrity is anchored in the shared responsibility of all members of the community.

- School staff are responsible for establishing the academic requirements.
- Students are responsible for knowing and fulfilling such requirements.
- Parents are responsible for knowing such requirements and guiding their children ethically through the academic process.

Offences

1. Any form of cheating, or plagiarism, as well as any other form of dishonest behaviour, intentional or not, related to the obtention of gain, academic or otherwise, or the interference in evaluative exercises committed by a student is an offence under this Code. Any knowledge of, attempt at or participation related in any way to an offence by a student is also an offence.
2. The following are considered examples of academic offenses. The broad definition of "academic offence" is not limited to or restricted by this list.

The carrying out, or attempting to carry out or participating in:

- a. plagiarism - the presentation of the work of another person, artificial intelligence, or third part, in whatever form, as one's own or without proper acknowledgment;
- b. the contribution by one student to another student of work with the knowledge that the latter may submit the work in part or in whole as his or her own;
- c. unauthorized collaboration between students;

- d. tearing or mutilating an examination booklet or an examination paper, including, but not limited to, inserting pages into a booklet or taking a booklet or a portion of the booklet or examination paper from the examination room;
- e. multiple submission - the submission of a piece of work for evaluative purposes when that work has been or is currently being submitted for evaluative purposes in another course at Quebec Virtual Academy or in another learning institution without the knowledge and permission of the instructor or instructors involved;
- f. the obtention by theft or any other means or use of the questions and/or answers of an examination or of any other resource that one is not authorized to possess;
- g. the possession or use during an examination of any non-authorized documents or materials or resource or possessing a device allowing access to or use of any non-authorized documents or materials;
- h. the possession or use of a digital device in an evaluation or examination situation;
- i. the unauthorized use of another person's work, assignment, test, examination or evaluation during an evaluation situation;
- j. communication with anyone other than an invigilator during an examination or the obtention of any non-authorized assistance during an examination;
- k. impersonation - assuming the identity of another person or having another person assume one's own identity;
- l. the falsification of a document submitted or transmitted to the school, or a document of the school, whether transmitted or not to a third party, whatever the circumstances;
- m. the falsification or fabrication of a fact or data or a reference to a source work.

Sanctions

If a student is found to have committed an academic offence as defined in the above section, the teacher or administration may impose one or more of the following sanctions:

- a. Interventions and Consequences as outlined in the school's Code of Conduct.
- b. Direct that a piece of work to be re-submitted;
- c. Direct that the evaluation be redone by the student during a time chosen by the school;
- d. Enter a grade of "0" for the piece of work in question.