

# Ottawa Islamic School

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## **Academic Honesty: Cheating and Plagiarism**

**Objective:** To provide a procedure for Academic Dishonesty at the Ottawa Islamic School in compliance with “Growing Success”.

### **“Growing Success” page 42**

All students are expected to submit their own work for evaluation. Students are responsible for providing evidence of their learning within established timelines and that there are serious consequences for cheating, plagiarizing, not completing work and submitting work late. Cheating and plagiarism will not be tolerated. All teachers at the beginning of each course will address the severity of cheating and plagiarism. Teachers will ensure that students understand what constitutes cheating and plagiarism and the correct method of citing sources with their students.

Teachers will provide strategies for avoiding plagiarism:

- Explain the definition of plagiarism and discuss ways to avoid it.
- Talk about the seriousness of cheating and plagiarism.
- Purposefully teach the correct method for citing sources.
- Students will be encouraged to follow a particular style guide.
- Always write down author, title, page number and publication information when taking research notes.
- Cite the reference as soon as you mention the idea you are using, not just at the end of the paragraph
- If in doubt, cite your source.

### **OIS Policy:**

1. Fraudulent work is of no value and provides zero evidence of learning. Each form of plagiarism is unacceptable and has consequences.
2. All instances of academic dishonesty will be reported to the Principal/VP and parents. Students who have violated OIS’s Academic Honesty policy will receive a consequence as determined by the teacher and Principal/VP.
3. Dependent on the severity of the academic dishonesty and previous violations, consequences can range from having to (a) redo the original assignment, (b) complete an alternative assignment or (c) receive a mark penalty.

**Note:** If the student accepts the responsibility for his/her action, the student shall be given a written warning signed by the student and parents.