

VLN Academic Honesty Policy

Academic dishonesty or **academic misconduct** is any type of [cheating](#) that occurs in relation to a formal [academic](#) exercise. It can include

- **[Plagiarism](#)**: The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment. Plagiarism whether intentional or unintentional is intellectual dishonesty and a serious offence. It happens when we don't give credit to someone else's ideas. It can take many forms such as:
 - copying and/or paraphrasing someone's ideas and using them as one's own
 - citing sources improperly
 - buying, stealing or borrowing someone else's essay, graphics or work. This includes print and digital format.

To avoid plagiarism, you need to properly document work that is not your own or when you paraphrase the work of others. This includes work from a book, article, newspaper,

Internet, email, discussions, bulletin boards and so on. Diagrams, pictures, and charts also need to be documented.

- **[Fabrication](#)**: The falsification of data, information, or [citations](#) in any formal academic exercise.
- **[Deception](#)**: Providing false information to an instructor concerning a formal academic exercise—*e.g.*, giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- **[Cheating](#)**: Any attempt to give or obtain assistance in a formal academic exercise (like an [examination](#)) without due acknowledgment. (Wikipedia)

Plagiarism

The **first** time a student is caught plagiarizing on coursework, s/he will be given zero for the assignment(s) related to the instance. The student will be given a warning by the teacher and directed to the VLN Academic Honesty Policy as well as to online student resources which will help the student understand the behaviour and consequences of academic dishonesty.

If a student is caught plagiarizing on coursework a **second** time, the student will receive zero for the assignment(s) relating to the instance. The student will also be required to meet with a school counsellor and the instance will be reported to the student's parents and school of record. The student will be warned that any further instance will result in being withdrawn from the course and school.

Should a student be caught a **third** time, the student will be referred to VLN Administration and immediately withdrawn from the school in all courses. Parents and school of record will be notified. A record of expulsion will be retained on the VLN student record.

Cheating

The **first** time a student is caught cheating on an examination, s/he will be given zero for the examination related to the instance. The student will be referred to VLN Administration and reminded of the VLN Academic Honesty Policy as well as to online student resources which will help the student understand the behaviour and consequences of academic dishonesty.

If a student is caught cheating on an examination a **second** time, the student will receive zero for the examination relating to the instance. The student will be referred to VLN Administration and immediately withdrawn from the school in the course relating to the incident. Parents and school of record will be notified.

If the student is caught cheating on an examination a **third** time (pertaining to different course), the student will be withdrawn from the school in ALL courses. A record of expulsion will be retained on the VLN student record.

Key Principles

- Students are responsible for their own work. All original work should be kept secure in personal records and not left on shared computers, emailed to others or replicated in any way. This means that if another student submits your work, you will also be held responsible and may receive zeros on those assignments.
- Students are reminded that assignments written or heavily influenced by tutors and writing coaches will be considered plagiarism and that the student is expected to author their own work. All assignments will be compared to work written in person during the exams. If there is a large difference in style, ability and content from previously submitted work, the student will be asked to come in for a meeting to discuss this discrepancy.