



## Summer Learning Code of Conduct and Academic Integrity

### Code of Conduct

All VSB students are expected to abide by the [District Student Code of Conduct](#), whether during the regular or summer academic terms.

### Academic Integrity

**As per the District Student Code of Conduct 1.3.10.** all students are responsible for “practicing academic honesty and personal integrity by not participating in or encouraging plagiarism, cheating, theft of evaluation instruments, use of unauthorized aids, or false representation of identity”. Summer School staff have high standards for personal academic conduct throughout the summer program. Staff expect students to take responsibility for their learning and will hold all students accountable for their actions.

As a student with academic integrity, you will not:

- *Submit another person’s work in part or in whole as your own without giving credit for those previous ideas through proper citation.*
- *Submit assignment or material written, created or produced, in whole or in part by Artificial Intelligence (AI)*
- *Submit the same assignment more than once.*
- *Copy work done by another person.*
- *Cheat or help others to cheat on tests, exams, quizzes or any other forms of evaluation.*
- *Obtain or provide information concerning all or part of an exam prior to the examination.*
- *Take an examination for another student/arrange for another person to take an exam in your place.*
- *Collaborate with others on an in-class, take home or online exam without the teacher’s permission.*
- *Consciously assist another student to attain marks fraudulently.*
- *Bring or use unauthorized notes or equipment for an exam without the teacher’s permission.*
- *Submit a purchased assignment or material written, created or produced, in whole or in part by another person (including a tutor, friend, relative, fellow student, etc.) as your own work.*

### Consequences for Academic Dishonesty

The Summer School teacher will apply **some or all** of the following consequences:

You may need to:

- *talk to the teacher to review how to properly cite sources.*
- *redo/resubmit the assignment.*
- *reflect in writing the reasons for the dishonesty and what you have learned from the incident.*

The Summer School administrator will apply **some or all** of the following consequences:

- *A letter to the parent/guardian.*
- *The letter will clearly state that another cheating incident **may** result in your withdrawal from the course.*
- *The parent letter may be forwarded to the home school administrator and a record of the incident may be entered in the MyEd system.*
- *On a second reported incident, administration will contact student and parents directly to discuss further actions in relation to continuing with Summer Learning.*

## Procedures to Mitigate and Address Academic Dishonesty Incidents

### Student Responsibility

Fully Academic Integrity includes:

- ✓ Taking responsibility for your learning and understanding what constitutes cheating and plagiarism.
- ✓ Following all test/exam rules.
- ✓ Respecting the intellectual property of others and explicitly acknowledging the source through accurate citation practices.
- ✓ Giving yourself enough time to research and write papers, complete assignments and prepare for exams as a shortage of time increases stress and the temptation to take shortcuts.

### Teacher Responsibility

- Encourage, emphasize and clearly communicate to all students, the values of academic integrity as well as the consequences for violating the Summer Learning Academic Honesty policy.
- Work on students' attitudes towards academic dishonesty. Create an atmosphere where it is not acceptable to engage in cheating. Positive peer pressure is encouraged.
- Teach students how to properly cite sources if research is involved.
- Enforce policy consistently but allow for each case to be dealt with as you see fit.
- Minimize the opportunity for students to cheat.
- Decide on and implement a consequence.
- Speak to the student about the incident and document any additional follow up actions you took on the Academic Integrity Incident Form.
- Report incidents requiring further action to the Summer Learning administrator.

### Administration Responsibility

- Meet/connect with the student and go over the incident.
- Support student around the deeper issues of integrity, trust, self-regulation, moral obligation, long-term consequences and lessons learned.
- Where required, send a letter home to parent/guardian outlining the actions of the student and the subsequent meeting with the student.
- Contact the parent/guardian to confirm receipt of letter and return of the letter with the parent/guardian's signature/email acknowledgment.
- Document each incident and, if deemed necessary, forward a copy of the letter to the grade administrator at the home school.
- Ensure consequences are in place.
- On a second reported incident, administration will contact student and parents directly to discuss further actions in relation to continuing with summer school.
- Maintain a school climate that encourages a culture of adherence to the Code of Conduct and Academic Integrity Policy.

By checking this box, I confirm that I have read the **Summer Learning Code of Conduct and Academic Integrity** document and fully agree to practice academic honesty and personal integrity throughout the summer program.

Student Name (print): \_\_\_\_\_ Student Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_