



Academic Integrity

At OKM, we expect our students to conduct themselves with integrity. For an ethical and accurate assessment of learning, it is of the utmost importance that students submit original work, cite their sources and write tests/exams without prohibited aid. This policy guides us when students are untruthful, plagiarize and/or cheat.

ACADEMIC INTEGRITY provides the assurance that assignments submitted by a student are original and capture their own unique thoughts and ideas. When another's thoughts and ideas are included in a student's work, proper quotation and citation ensures that the owner of the thoughts and ideas is recognized for their contribution to the work submitted.

ACADEMIC DISHONESTY occurs when a student presents someone else's work as their own (or presents their own work as someone else's). This includes:

- distributing assignments, examination or testing materials that were not sanctioned to be shared or distributed.
- presenting another person's creative work or ideas as one's own, in essays, poems, music, art, computer programs or other projects by copying, rephrasing or reorganizing are all considered forms of **plagiarism**.

Examples of dishonesty and plagiarism:

- Failing to cite with quotation marks the written words or symbols of a source or author
- Copying or paraphrasing words, ideas, or graphics from any source without acknowledgement
- Failing to cite the source of words, ideas, etc., which are quoted, paraphrased, or summarized in a student's oral, written or creative work
- Intentional or unauthorized falsification or invention of any information or citation in an academic endeavor
- Information obtained from reading or research that is not common knowledge should be acknowledged. Examples of common knowledge might include names of leaders of prominent nations, basic scientific laws, etc.
- Presenting someone else's written work (a published author's or another student's) as your own.
- Unless otherwise specified by the teacher, all assignments are intended to be completed independently
- Substituting words or rearranging phrasing of a published passage without indicating that changes have been made
- Rearranging the order of sentences or ideas from the original passage and presenting it as your own
- Use of electronics to record secure materials for any reason, including: - personal use - distribution
- Use of digital translators to directly translate work intended to demonstrate learning in another language.
- Any submission of work that contravenes the expectations of academic integrity.

This policy is designed to clearly inform students of their specific rules and consequences regarding this type of dishonesty. Students are responsible for knowing OKM's expectations for academic integrity and may be subject to the same consequences, regardless of whether the infraction is intentional or unintentional.

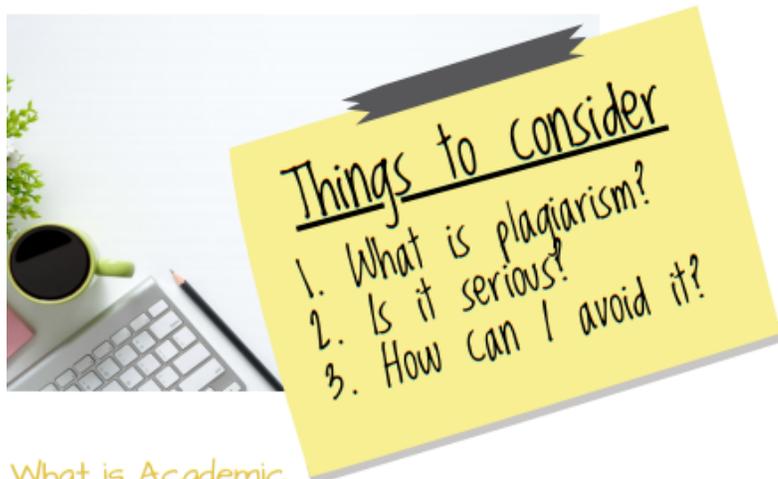
OKM's response to breaches of academic integrity:

Depending on the severity and/or frequency of the infraction, acts of academic dishonesty may result in :

- parents, teachers, counsellors, and/or administrators being informed
- the incident being recorded on the students school record
- the assignment being deemed ineligible
- the student needing to provide additional evidence that demonstrates they can meet learning outcomes on their own merits.
- disciplinary consequences at the classroom or the school level as outlined in [OKM's Code of Conduct](#).

Avoiding Plagiarism

Okanagan Mission Secondary



What is Academic Integrity and Ownership

Published works are owned by the authors and thus are their [Intellectual Property](#). Passing off someone else's work as your own violates the principle of [Academic Integrity](#) - a set of values that governs institutions of learning, the link is UBC's.

Why OKM Values Academic integrity

As part of OKMs "Excellent through Effort" philosophy, its Mission Statement "encourages students to become responsible citizens that value learning as a lifelong pursuit." Those who choose dishonest learning practices miss vital information and damage their reputation. There are many forms of academic dishonesty, including cheating on tests, doing work for others or having others do work for you, falsifying or reporting incorrect information or data, and [plagiarism](#). [Copyright Matters](#), and, simply put, plagiarism is academic fraud.

How Does Plagiarism Occur?

Commonly, plagiarism occurs on purpose. However, sometimes students are unaware of the rules of copyright and intellectual property. Plagiarism occurs when students:

- do not give credit (reference) for an authors words or ideas, that they use in their own text,
- fail to use quotation marks around words taken directly from a source,
- cut and paste information directly from the Internet, without alteration,
- paraphrase inadequately, where too much of the original exist, and there is no referencing.

Consequences at OKM

1st: Parents/Guardians will be notified, and students may be required to do an alternate assessment task. The incident will be documented and school administration notified.

2nd: The student will be required to redo the original assignment and/or complete a different learning task. Parents/guardians will be informed. In addition, the student will be required to complete an "Avoiding Plagiarism" assignment in our WIN room. The incident will be documented, possibly as an in-school suspension.

3rd: Further infractions will result in escalated consequences, depending on context and circumstances.



Source: TEACHmag.com, 2020

What Doesn't Need to be Referenced?

1. Your Own Ideas

If you have thought of it, or critically determined it from original data or research, then it is your words and ideas and does not need referencing.

If you thought of it and then found an author with a similar idea, make that clear in your paper.

2. Common Knowledge

If it is an uncontentious, widely accepted idea or fact, and appears in many different places un-referenced, then it does not need to be referenced,

Plagiarism

/ˈplājəˌrɪzəm/ noun

(definition) The practice of taking someone else's work or ideas and passing them off as one's own.

~The Oxford Dictionary~

How to Avoid Plagiarism Good Habits

Keep an open dialogue - Know what is expected in the assignment, ask questions, ask where to find resources and communicate if you are falling behind. Be honest with your teachers and yourself and know when to seek help.

Use Good Time Management Skills - set up a realistic schedule so that you are not completing assignments at the last minute

Stay Organized - Manage your citations as you go, using a Bibliographic tool such as [Easybib](#) or [Bibme](#).

Skills

Quote - Use quotes to support your own argument, but use them sparingly. Take the exact words of the author and place quotation marks around them, then reference the statement.

Use Note Taking Strategies - note taking strategies help you to eliminate direct copying and write down the general thoughts of what the author says without using too many similar words or examples. It is important to stay true to the author's intent. Put any of the author's key terms in "quotation marks" or italics to show that they are not your own. Remember, if you are using the author's ideas, you must still reference.

Learn to Reference Properly - Knowing how to properly format references can reduce the anxiety around bibliographies and build knowledge around when and how to properly cite sources.

Use a plagiarism checker - Checkers can help ensure that the work you turn in is your own. Universities often require all submissions to go through a plagiarism check upon submission.

[B.C. University Policies](#)

[UBC](#), [Simon Fraser](#), [University of Victoria](#)