



## **Maplewood Canadian International School (MCIS)**

### **Academic Integrity Policy**

#### **Purpose**

Maplewood Canadian International School (MCIS) is committed to fostering a culture of academic integrity by clearly defining expectations for students, parents, and staff. This policy outlines MCIS's commitment to academic honesty, including defining actions that constitute breaches of academic integrity (e.g., cheating, collusion, plagiarism, and unauthorized use of artificial intelligence). It also describes the process for investigating and responding to these breaches and the disciplinary actions that may follow. This policy applies to all students enrolled at MCIS.

#### **Principles**

MCIS is dedicated to upholding high academic standards and expects all students to understand and respect principles of academic integrity. All academic work submitted for assessment at MCIS must reflect the independent effort and honest scholarship of the student.

To promote these standards, MCIS will:

1. Equip students with knowledge about what constitutes a breach of academic integrity, including the unauthorized use of AI tools.
2. Employ tools and strategies to detect academic dishonesty, including plagiarism detection and monitoring for AI-generated content.
3. Recognize that breaches vary in severity and will administer consequences that are proportionate and fair.

All decisions regarding disciplinary action will be made by the School Behaviour Team, in line with the Management of Student Behaviour Policy. In addressing academic dishonesty, MCIS upholds procedural fairness, including:

- The right for students to respond to allegations in a meeting with their parents and representatives of the School Behaviour Team.
- Consideration of any previous instances of academic dishonesty in evaluating current allegations.
- Documenting findings and disciplinary actions in the student's record as appropriate.

#### **Plagiarism, AI Misuse, & Other Forms of Academic Dishonesty**

Academic dishonesty includes representing another's work as one's own without proper acknowledgment, whether intentional or not. This includes but is not limited to:

1. **Plagiarism** – Using another person's work, words, or ideas without appropriate citation, including information, images, or text from print, digital, or AI sources.



2. **Unauthorized Use of Artificial Intelligence** – Submitting AI-generated content as original work or using AI tools for unauthorized assistance in assignments, assessments, or exams. Examples include:
  - Using AI to draft or generate answers without approval.
  - Copying AI-generated responses and claiming them as personal work.
  - Using AI to enhance, revise, or edit submissions when such assistance is prohibited.
3. **Collusion** – Representing work done in collaboration or with external assistance as independent work. This includes:
  - Collaborating on assessment tasks that require independent completion.
  - Using shared materials from peers or tutors during assessments without permission.
4. **Cheating & Other Dishonest Practices** – Engaging in any unauthorized action that unfairly influences academic outcomes, such as:
  - Accessing exam materials beforehand or sharing answers during assessments.
  - Tampering with results or attendance records.
  - Having another person attend or complete a class/exam on behalf of the student.
  - Sabotaging the work of others, giving false information, or disrupting academic activities.

### **Identification of Academic Dishonesty**

Teachers and staff are responsible for identifying instances of academic dishonesty, including unauthorized AI use, and will follow the procedures as outlined in the Management of Student Behaviour Policy.

### **Disciplinary Actions**

In cases of academic dishonesty, disciplinary actions will be determined based on the severity and nature of the breach. Possible consequences may include:

- A request to resubmit the work in compliance with academic integrity standards.
- Assignment of a zero or reduced grade on the specific assessment or course.
- Requirement of additional or alternative assessments.
- Suspension or expulsion in severe cases, especially for repeat offenses.

MCIS is committed to providing ongoing education on academic integrity and supporting students in developing responsible digital and academic practices.