

Cheating and Plagiarism Policy

Cheating involves taking or using unauthorized information during any form of assessment.

Plagiarism, on the other hand, occurs when the student uses another writer's work without giving credit to the source. It includes not only direct quoting of another writer's words, but also the use of another writer's ideas or work without giving credit to the writer properly.

All students at Canada Oakridge Academy are expected to conduct themselves in an honest and trustworthy manner in all aspects of their academic performance. Engaging in any kind of cheating or plagiarism behavior to obtain academic advantage is an offence of such honesty and will not be tolerated by COA.

Academic dishonesty may take the form of any of the following:

- Students must ensure their work is original and not copied, in full or in part, from another person or any AI tool.
- Students must not submit work that has been copied, in full or in part, from online sources.
- Students should not submit any work that has been reused or copied from previous assignments or other courses.
- Students must not submit work that reflects someone else's ideas, even if the exact words are not used.
- Students are expected to complete assignments independently, unless they have received explicit permission from their teacher to collaborate with a peer.
- Students should not permit others to copy their work.
- Students are prohibited from using word-for-word translation tools to complete assignments.

- Students are not allowed to use any external resources or aids, including online materials, during final exams unless specified by the teacher (e.g., dictionaries).
- Students must appropriately cite and reference any ideas or information borrowed from others to support their own work.
- Students should reach out to their course teacher if they need assistance understanding how to avoid plagiarism.

The following **disciplinary actions** will be taken if the student is caught to have involved in cheating or plagiarism of any kind:

1st Consequence

For the first offense, the student will receive a grade of zero percent on the assessment. The student will then meet with the teacher or principal, and will be given the opportunity to resubmit the assessment after attending an Academic Dishonesty class designed to help prevent future violations. Parents or guardians will be informed of the first offense through a letter, which will include details about the seminar requirement and the potential consequences of a second offense.

2nd Consequence

For the second offense, the student will receive a grade of zero percent on the assessment, and will not be allowed to resubmit a new assessment for evaluation. Parents or guardians will be notified of the second offense, and a meeting will be arranged with the student and their parents or guardians to discuss the incident and explain the consequences of a third offense.

3rd Consequence

For the third and final offense, the student will be removed from the course and assigned a "Withdrawn" status. Parents or guardians will be notified of the third offense, the resulting consequences, and the student's removal from the course. This will also be documented and added to the student's records.

Copyright in Canada

In Canada, copyright is governed federally under the Copyright Act, which grants creators exclusive rights the moment their work is fixed in a tangible medium. No “©” symbol is required.

Protected Works

Copyright covers a wide range of original works, including literary, dramatic, musical, artistic works, sound recordings, performers’ performances, and communication signals. However, ideas, short phrases, names, slogans, and facts are not protected, nor are works whose copyright has expired or been voluntarily placed in the public domain.

Who Owns Copyright

By default, the author is the initial owner of copyright, unless the work is created in the course of employment, in which case the employer may own it or unless otherwise agreed.

Exclusive Rights

Copyright grants the right to reproduce, perform, publish, adapt, translate, communicate to the public, and authorize others to do these acts, even converting a dramatic work into a novel or vice versa.

Moral Rights

Beyond economic rights, Canadian authors also hold moral rights, including the right to be credited, to maintain integrity of their work, and to remain anonymous or dissociate their name. These rights persist even if economic rights are assigned, though they may be waived.

Duration of Copyright

Protection lasts the author's lifetime plus 70 years after the end of the calendar year in which they die.

Enforcement

Infringement may lead to civil remedies such as injunctions, damages, and accounting for profits, and even criminal sanctions, with fines up to \$1 million or imprisonment for up to 5 years for knowing infringement.

Academic Dishonesty

Academic dishonesty such as plagiarism, cheating, or unauthorized collaboration not only undermines the integrity of education but also violates ethical and legal standards.

Canadian universities take this very seriously. Even a first offence may result in receiving a zero on the assignment, failing the course, suspension, or even expulsion in severe or repeat cases.

Beyond institutional consequences, dishonesty devalues the legitimacy of your own work and damages your reputation. Engaging in unethical practices stunts your growth as a learner and holds back genuine achievement.

As a result, always remember to cite your sources properly, do your own work, seek help when needed, and uphold standards that you can be proud of.

References

1. Canadian Heritage. (n.d.). Crown copyright request. Government of Canada. Retrieved from <https://www.canada.ca/en/canadian-heritage/services/crown-copyright-request.html>
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3. Canadian Broadcasting Corporation. (n.d.). Frequently asked questions. Retrieved from <https://cb-cda.gc.ca/en/frequently-asked-questions>
4. Government of Canada. (1985). Copyright Act, RSC 1985, c. C-42. Justice Laws Website. Retrieved from <https://www.laws.justice.gc.ca/eng/acts/C-42/FullText.html>
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