

At Royal Ontario Academy (ROA), we are dedicated to upholding the highest standards of academic integrity. Cheating and plagiarism undermine the educational process and violate the trust within our academic community. This policy outlines the definitions, examples, and response process for these violations.

Definitions

Cheating: Using unauthorized materials, information, or assistance in any academic exercise, including unauthorized collaboration, use of unauthorized devices or resources during assessments, and any other form of dishonesty in academic work.

Plagiarism: Presenting another person's ideas, words, or work as one's own without proper acknowledgment, including copying text without citation, paraphrasing without credit, and using someone else's work without appropriate attribution.

Examples of Cheating

- Copying from another student's exam or assignment.
- Using unauthorized notes, devices, or online resources during an examination.
- Submitting identical or substantially similar work for credit in multiple courses without prior approval.
- Collaborating on assignments intended to be completed individually without explicit permission from the instructor.
- Using unauthorized assistance, including artificial intelligence tools, to complete academic work without instructor approval.

Examples of Plagiarism

- Copying text, images, or data from a source without proper citation.
- Paraphrasing another's work without appropriate acknowledgment.
- Submitting work purchased or obtained from another individual or entity as one's own.
- Incorporating AI-generated content into assignments without proper disclosure and citation.

Use of Artificial Intelligence (AI) Tools

- **Instructor Approval:** students must obtain explicit permission from their instructors before using AI tools for any academic work.
- **Disclosure and Citation:** any use of AI-generated content must be clearly disclosed and properly cited according to the referencing style directed by the instructor. Failure to do so is a violation of academic integrity.
- **Ethical Use:** AI tools should enhance learning and creativity, not replace original student work. Over-reliance on AI without proper understanding is discouraged, as it may hinder learning.

How ROA Responds

Before determining any response, ROA staff use professional judgment guided by the four factors from Growing Success (2010, p.43): (1) the intent and scope of the misconduct, (2) history and frequency, (3) the student's age, maturity, and individual needs (including IEP, English language learner status, or extenuating circumstances), and (4) the impact on learning and the validity of the evidence. Achievement grades reflect valid evidence of learning; behavioural aspects are reported through Learning Skills and Work Habits unless the misconduct invalidates the evidence itself.

Continuum of responses. Academic responses may include redoing or completing an alternate task under supervision, a citation correction with partial credit for new evidence, an oral defense, marking the work 'not evaluable' until valid evidence is produced, or, only where a student fails to provide any valid evidence after a reasonable opportunity or the evidence is irretrievably invalid, a mark of zero.

Educative and behavioural responses may include a restorative conversation, an academic-integrity module, parent or guardian contact, a Learning Skills notation, or administrative action for severe or repeated cases.

Accessibility and Supports

ROA provides accommodations and supports consistent with a student's IEP or English language learner needs during any reassessment.

Procedure and Records

The teacher identifies a concern, meets with the student, applies the four factors above, selects a proportionate response, and communicates the outcome. A brief note of the decision and rationale is filed in the school record; serious cases involve administration and the parent or guardian.

Follow-Up Interviews

To confirm the authenticity of student work and understanding of the material, students may be required to take part in a follow-up interview with their instructor or the Principal, which may cover the student's research process and source selection, how their ideas were developed without relying on AI-generated content, key points from a presentation without reference materials, and reflection on what was learned. A student who cannot adequately explain their work may be required to redo the assignment or receive a reduced grade.

Student Responsibilities

- Keep all draft copies of work, including early outlines and rough notes.
- Maintain a research log listing key sources and how they were used.
- Be prepared for a short discussion with the teacher to verify understanding, if requested.

Appeals

Students who believe they have been wrongly accused of cheating or plagiarism have the right to appeal. Appeals must be submitted in writing to the Principal within ten business days of the decision. The appeal is reviewed by an academic integrity committee, and the student is notified of the outcome in writing.

This policy is reviewed periodically to ensure clarity, fairness, and alignment with Ontario Ministry of Education requirements and ROA operational needs, and is updated as needed. Final decisions on interpretation and application rest

with the Principal. Questions may be directed to Royal Ontario Academy at info@royalontarioacademy.com. Last updated July 2026.