Academic integrity and academic honesty are important parts of the climate of integrity and fairness that exists at CBe-learn School. Teachers and administrators work closely with students to ensure they have multiple and varied ways to demonstrate their learning. At times, teachers may require additional information from students (which may include in-person assessments) to ensure they are accurately assessing student understanding and knowledge of learning outcomes.   It is important that all members of the school community maintain high standards of integrity and that students' achievement reflects *their own* ability. Students benefit from a clear and accurate understanding of their skills and knowledge in relation to identified learning outcomes.

Academic Honesty

Students are demonstrating academic honesty when they:

- Acknowledge their use of another person's work, in whole or in part.

- Protect their work from being used by others.

- Write their own assignments and tests.

- Make use of *approved* materials, including electronic software, information, or devices, including digital device apps.

- Use scientific and graphing calculators appropriately. Guidelines are available to support students in selecting models of calculators allowed and the types of information that can be stored. Calculators with built-in memory and notes that cannot be cleared, or any external support device, are not permitted.

- Complete course work and assessments during the timeframe allotted.

Consequences of Dishonesty

The consequences for academic dishonesty will be based on the student's individual circumstances. Teachers and administrators at CBe-learn follow the CBE Progressive Student Discipline guidelines.

The circumstances and evidence in each case are reviewed by the teacher, student, parents / guardians and CBe-learn Summer School administrators. Disciplinary actions will be both corrective and supportive, including a focus on student learning, improvement, and making amends.

Plagiarism and Use of Artificial Intelligence

When ideas are taken from other sources without giving credit, this is known as plagiarism. Plagiarism is the unacknowledged or unauthorized use of somebody else's words or ideas, *including AI-generated material.* We expect our students to act with academic integrity, and to use their own knowledge to demonstrate authentic learning. Student honesty and ethical behaviour are

foundational to their schoolwork and in how they handle challenges. Our teachers support students' authentic and ethical learning through teaching when and how to cite resources.

Students should follow the assessment instructions within each individual course regarding the use of artificial intelligence (AI) and other digital tools. Only approved materials, software, applications, or digital tools may be used. The use of any unapproved tool, including artificial intelligence (AI), to generate, modify, or improve submitted work may constitute academic dishonesty. All submitted work must reflect the student's understanding and be written in their own words.

To support academic integrity, student work may be automatically reviewed using plagiarism and AI-detection software (CopyLeaks). This tool compares student work against external sources and identifies patterns that are consistent with AI-generated content.

CopyLeaks reports are reviewed by teachers and used as one source of information within a broader body of evidence of each student's understanding of course content. If concerns arise, teachers may engage in follow-up conversations with students or request additional demonstrations of learning to ensure accurate assessment of student understanding.

When To Give Credit in Your Work

- When you are using or referring to somebody else's words or ideas from a magazine, book, newspaper, song, TV program, movie, web page, computer program, letter, advertisement, AI application or any other source.

- When you use information gained through interviewing another person.

- When you copy the exact words from somewhere.

- When you reprint any diagrams, illustrations, charts, and pictures.

Don't Need to Give Credit

- When you are writing your own experiences, your own observations, your own insights, your own thoughts, or your own conclusions about a subject.

- When you are using common knowledge, common sense observations, or shared information.

- When you are using generally accepted facts.

- When you are writing up your own experimental results.

Academic Expectations

Students are expected to behave according to the CBE Student Code of Conduct. Students who knowingly misrepresent the work of others as their own, or allow their work to be copied, act outside of the parameters of academic integrity. If this happens, we use Progressive Student Discipline so that teachers, parents, and school leaders can help students take responsibility for their learning to achieve their academic goals.