

ACADEMIC HONESTY POLICY

Our teachers are committed to you. They will support you in your English learning, but your success also requires effort and commitment from you. To succeed in your program, you are expected to try your best, to actively participate in class, to do your homework and assignments, and to study and practice English outside of school.

You are expected to be honest about your work, and not to engage in academic dishonesty or academic misconduct. Academic dishonesty can include but is not limited to:

- **Plagiarism:** submitting work that is, in whole or in a large part, someone else's work, and saying it is your own. Examples of plagiarism include, but are not limited to, the following:
 - (a) copying information word for word from a book or textbook
 - (b) copying word for word from the internet;
 - (c) copying another student's work, either past or present;
 - (d) using paid or unpaid services or other people to complete one's assignments.
- **Cheating:** any deliberate attempt to obtain credit through the use of deceit or dishonest methods. Examples of such behaviour include, but are not limited to, the following:
 - (a) passing exam papers/solutions to another student;
 - (b) looking at other students' papers;
 - (c) discussing or whispering of answers during a test;
 - (d) using any device to look for answers or to translate
 - (d) collaboration where collaboration is expressly prohibited, whether or not that collaboration occurs online or otherwise (and despite the fact that collaboration will generally be encouraged by Heartland in order to foster learning).
- **Sabotage:** Acting to prevent others from completing their work. This includes cutting pages out of books or willfully disrupting the work of others.

Any or all of the above will result in a score of zero on the assignment/project/test for the first offence and a notification, in writing, of this offence. This letter is kept in the student's file and may be shared with our pathway partners. A subsequent offence may result in removal from the course and the possibility of complete dismissal/expulsion from the program/school.

Our teachers and staff care about your English success and are here to help you. If you do not understand any of the above terms, please ask!