

## Plagiarism and Cheating Policy and Procedure

The Alberta Early Childhood Education Orientation Course trusts in the integrity of the learner to be honest while taking the online course and tests. No learner shall submit the words, ideas or writing of another person, artificial intelligence (AI) tool, or publication as the student's own in any required exercises, assignments, or tests.

A learner who enrolls in the course will not distribute or share assignments or provide answers to other students enrolled in the course.

When taking the Orientation course, it's important to acknowledge that plagiarism and other methods of cheating are not permitted.

A learner using online tutoring services or uploading Alberta Children Services' materials (screenshots, photos, etc.) will face immediate removal from the course.

A learner caught cheating or plagiarizing may face disciplinary action with consequences ranging from a failing grade on the assignment or test to removal from the program.

### Definitions

*Cheating* is to behave in a dishonest way in order to get what you want. Remember that plagiarism is a form of cheating.<sup>1</sup>

*Plagiarism* is the fraudulent representation of another person or source's language, thoughts, ideas, or expressions as one's own original work, with or without their consent.

Plagiarism may be intentional or unintentional and includes but is not limited to:

- Verbatim quotation without clear acknowledgement
- Copying, using ideas or paraphrasing from: internet sources, publications, AI, tutoring services websites, social media, course content, other people and any other source, without clear acknowledgement
- Collusion – working with others to come up with answers to assignments or other projects
- Writing assistance – use of editing software that results in responses that are not entirely the student's own work, including but not limited to Grammarly, Quillbot and translation programs

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<sup>1</sup> Plagiarism definition

Source 1: <https://www.merriam-webster.com/dictionary/plagiarize>;

Source 2: <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>

## Policy and Procedure

Plagiarism is considered a disciplinary offense within the Alberta Early Childhood Education Orientation Course. The following procedure will be enacted in the event a student is suspected of plagiarism:

- 1.** Instructors will complete an investigation to determine whether the learner's coursework is deemed plagiarized based on but not limited to the following factors:
  - a.** Questionable responses that do not fit the theme of the question(s) or scenario(s)
  - b.** Wording that does not reflect the student's usual use of language
  - c.** Use of commonly plagiarized text or ideas
  - d.** Copied responses from another student's response to assignments
  - e.** AI and plagiarism detection resources
  
- 2.** If the learner has plagiarized any responses, the learner will receive notification from an instructor that their work is not original.
  
- 3.** There are three levels of penalty for plagiarism:
  - a.** Notice: For a first offense, a plagiarism and failed assignment notice will be issued through the instructors' comments in the course when a learner has been found to have plagiarized an assignment in the course. At this time, all submitted assignments will be marked for review.
  - b.** Warning: For a second offense, a plagiarism warning will be sent through email. Again, all submitted assignments pending marking will be marked for review. Learners are encouraged to contact the instructional team to discuss the implications and gravity of the warning. They must let the program where they work or their teacher if they are in high school know about the warning received.
  - c.** Course Removal: For a third offense, when a learner plagiarizes again after receiving a notice and a warning, the learner will be removed from the course. Reenrollment is not permitted. A removal letter will be sent by email.

## Use of Tutoring or Course Help Services

The use of tutoring or course help services is strictly prohibited. A learner using online tutoring services or uploading Alberta Children's Services materials (screenshots, photos, text, etc.) will face immediate removal from the course.

## Direct Quotation from Course Materials

All assignments submitted must be in the learner's own words, originating from their own thoughts and ideas developed from their understanding of the course content. The submission of direct, uncited quotations and/or the paraphrasing of the course materials (including but not limited to the modules and/or additional resources) will result in disciplinary action.