

Plagiarism is the practice of representing someone else's work or ideas as one's own. It is an academically dishonest practice and is detrimental to a student's knowledge and skill development and is addressed in Vista Virtual School's [Administrative Procedure 50-09](#).

Vista Virtual School takes a progressive approach to plagiarism to educate and correct the behaviour.

**First Incident** – Student is given zero scores on any work suspected of being plagiarized and given the opportunity to resubmit original work.

**Second Incident** – Student is given zero scores on any work suspected of being plagiarized and is not given the opportunity to resubmit original work. A letter is sent by the principal to parents and school facilitators outlining this administrative practice and the consequences. The student's access to their course(s) is blocked until the parents (or the student, if they are 18 years of age or older) contacts the principal to discuss the incidents of academic dishonesty.

**Third Incident** – Student is removed from the course in which plagiarized work is suspected and notifications are put into the Vista Virtual School's Student Information System (SIS) barring future registration to the course in question. A withdrawal letter is sent by the principal to parents and school facilitators.

While removal from a course is limited to the course in which the third incident has occurred, the preceding steps can occur across different courses. A student who has been found plagiarizing in Course A and held to the First Incident consequences who then plagiarizes in Course B will move to the Second Incident consequences.

Any further occurrences after the Third Incident in any other courses will result in immediate removal from that course. Ongoing occurrences may result in removal from all courses and barring of registration with Vista Virtual School.