**Angelo Giaudrone Middle School**

**IB MYP Academic Integrity Policy**

The Academic Honesty Policy is a document used collectively by the staff of Giaudrone. It was created in alignment with Middle Years Program (MYP) standards and practices, as well as Tacoma Public Schools guiding principles for practice: respect and dignity, integrity, listening, follow through, and taking ownership. The policy aims to provide uniformity and clear expectations for all stakeholders regarding academic integrity.

**Academic Integrity Philosophy**

IB students strive to uphold the values embedded in the Learner Profile throughout all aspects of their lives. As members of the International Baccalaureate community, Angelo Giaudrone Middle School believes academic honesty and personal integrity are fundamental components of a students’ education and character development. The IB Learner Profile states that students will “act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere”. They also “take responsibility for their actions and consequences”. We believe promoting academic honesty and personal integrity is the responsibility of our school community.

**Defining Academic Dishonesty**

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| **Academic Misconduct** | **Definition** | **Examples** |
| Cheating | Behavior that gives an unfair advantage | * Using notes, documents, or other aids (calculator) on an assessment or assignment without permission * Using communication or electronic devices to send or obtain information * Looking at another student’s paper, talking during an assessment, or violating directions given by the teacher |
| Collusion | Supporting academic misconduct by another student, as in allowing one’s work to be copied or submitted for assessment by another  *MYP: From Principles to Practice* | * Letting another student copy or submit your schoolwork * Working together on independent tasks (an assessment, writing an essay) * Sharing information about the content of an assessment with other students |
| Duplication of work | The presentation of the same work for different assessment components  *MYP: From Principles to Practice* | * Submitting another student’s assignment as your own * Completing an assignment in one course and submitting it in another course |
| Falsification of data | Unauthorized creation, alteration, or reporting of information | * Artificially creating data when it should be collected from an actual experiment |
| Forgery | The act of falsely making, altering, or imitating (as a document or signature) with intent to defraud  *Meriam-Webster* | * Forging the signature of a Parent/Guardian, School Employee, or Physician on a document (permission slip, report card, medical document, etc.) |
| Plagiarism | The representation, intentionally or unintentionally, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgement  *MYP: From Principles to Practice* | * Paraphrasing or copying external sources (articles, books, databases, websites) without proper citations * Copying work from another student |
| Submitting work commissioned, edited by, or obtained from a third party |  | * Use of Chat GPT to answer assessment questions or write essays * Using papers or parts of papers that are purchased |

**Roles and Responsibilities**

**Giaudrone Staff, Teachers, and Administration are committed to:**

* Proactively teaching students about our Academic Integrity Policy and the importance of upholding an ethical learning environment and protecting intellectual property rights
* Explicitly teaching students necessary skills to maintain academic integrity at a developmentally appropriate level (copying versus paraphrasing, how to cite sources, creating a bibliography)
* Explicitly teaching students what academic integrity looks like specific to their subject group
* Explicitly teaching students digital citizenship using interactive lessons and activities (Common Sense Education)
* Actively monitoring learning environments
* Clearly communicating what instructional resources can or cannot be used on assignments and assessments
* Reviewing, promoting, and supporting implementation of the academic integrity policy throughout the school year

**Giaudrone Students are committed to:**

* Reading, understanding, and asking questions about Giaudrone’s Academic Integrity Policy
* Ensuring all work submitted is their own and giving credit to others when necessary
* Avoiding situations that might contribute to academic dishonesty (saying no to peers who ask to copy their work)
* Seeking clarification or help from teachers when needed
* Crediting outside sources of information (articles, books, databases, websites, images, photographs, music, videos) by citing information within text and including a reference section

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| **Citation Type** | **Example** |
| Article | Author’s Last Name, First Name. “Title of Article.” Year of Publication.  Meagher, Caitlyn. “Why Making Mistakes is Good for Your Brain.” 2023. |
| Book | Author’s Last Name, First Name. Title of Book. Year of Publication.  Ride, Sally. Exploring Our Solar System. 2003. |
| Database | “Title of Article.” *Name of Database.* Website URL.  “Should Kids Be Allowed on Social Media?” *Britannica School*. <https://news.eb.com/level2/should-kids-be-allowed-on-social-media/> |
| Website | Author’s Last Name, First Name. “Title of Web Page.” Website URL.  Natural History Museum. “Creepy Crawlies.” <https://www.nhm.ac.uk/visit/galleries-and-museum-map/creepy-crawlies.html> |

* Reporting instances of academic dishonesty to staff, teachers, or administration

**Giaudrone Families and Caregivers are committed to:**

* Reading, understanding, and asking questions about Giaudrone’s Academic Integrity Policy
* Discussing Giaudrone’s Academic Integrity Policy with student/students and reiterating the importance of academic honesty and personal integrity as fundamental components of a students’ education and character development
* Encouraging students to practice authentic authorship in their schoolwork and crediting others when necessary
* Supporting staff, teachers, and administration when investigating/addressing student academic misconduct

**Consequences of Academic Dishonesty**

When staff, teachers, or administration suspect a violation of student academic misconduct, they will confer with the student to gather more information and determine the next steps for the student to appropriately complete the task.

**Policy Communication & Review**

The Giaudrone Academic Integrity Policy will be available to the Giaudrone community on our school website. Individual requests for the policy or inquiries can be directed to the IB Coordinator.

The Giaudrone Academic Integrity Policy will be shared annually with Giaudrone students, staff, teachers, and administration. Additionally, the policy will be reviewed by our Instructional Leadership Team in accordance with our MYP self-study process every five years.

**References**

International Baccalaureate Organization. “Academic Integrity.” 2019.

International Baccalaureate Organization. From Principles to Practice. 2014.

**Additional School Policies Consulted:**

* Wainwright Intermediate Academic Integrity Policy