Westchester Academy for International Studies, in accordance with the International Baccalaureate Organization, believes academic activity such as research, testing, individual and collaborative work "should be treated in a positive way, stressing the benefits of properly conducted academic research and a respect for the integrity of all forms" of work. (IBO 2014) Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role-modeling and taught skills. (IBO 2014, p. 76)

This policy is coordinated with the school's commitment to develop the IB Learner Profile throughout the curriculum and student life. Academic honesty is part of being "principled", a learner profile attribute where learners strive to "act with integrity and honesty" as we question, inquire and act. (IB0 2013, p. 21) These five IB Learner Profile characteristics are foundations of our policy: being Balanced, a Thinker, Knowledgeable, Principled, and Reflective.

Teachers and staff reinforce conventions for citing and acknowledging work. Students receive instruction to support academic honesty in many ways. The following are a few examples: how to take notes, citing resources, use of WAIS and district library resources, use of the internet, and writing a bibliography. The WAIS ATL Scope and Sequence includes Learning Expectations and reinforcement of research and information literacy in each year of the MYP, DP, and CP programmes.

Students and teachers have access to various electronic resources such as Purdue Online Writing Lab https://owl.english.purdue.edu/owl/ on the internet, Noodle Tools http://www.noodletools.com/login.php through the SBISD Library Resources Page, and TurnItIn http://turnitin.com/ through ManageBac. These resources provide support for bibliography construction, citations, grammar, spelling, proofreading, writing style and plagiarism detection.

WAIS students are expected to understand the difference between collusion and collaboration.

Collusion	Collaboration
• Copying another student's work and presenting it as your original work • Purchasing work from someone else • Looking at someone else's paper during a test or quiz • Writing notes in a convenient place and referring to them during a test or quiz • Sharing answers with another student during a test or quiz, including sliding your paper into the viewing range of another student • Sharing questions or problems from a test or quiz with someone who has not yet taken it • Asking another student for information about what is on a test that he/she has already taken • Previewing test or quiz questions by obtaining copies of questions or by looking at a test or quiz prior to its administration • Providing another student the opportunity to review or copy any assignments you have completed • Utilizing electronic instruments such as a PDA or graphing calculator to gain and unfair advantage on a test or quiz	• Using social media networks appropriately to build and develop relationships • Practicing empathy • Delegating and sharing responsibility for decision making • Helping others succeed • Managing and resolving conflict and working collaboratively in teams • Building consensus • Making fair and equitable decisions • Listening actively to other perspectives and ideas • Negotiating effectively • Encouraging others to contribute • Exercising leadership and taking on a variety of roles within groups • Giving and receiving meaningful feedback • Advocating for your own rights and needs *From Principles To Practice, 2014*

At WAIS, an academically honest student will:
- Acknowledge help from parents, older students and friends
- Acknowledge the source of direct quotations
- Acknowledge information taken from books, CDs, DVDs, and the internet
- Document reference materials in a bibliography in a formal and appropriate manner
- Know what constitutes cheating and abide by the rules

- Follow all testing and exam rules
- Acknowledge others' work, including group work
- Know what defines plagiarism
- Understand theconsequences
- Use the internet at school according to SBISD's Acceptable Use Policy
- Only submit authentic work, citing and acknowledging the work of others

Definitions:

Academic honesty:

Behaving and working honestly in researching and presenting schoolwork. This includes respecting the ownership of the ideas and material of other people and behaving appropriately when sitting exams (IBO 2016, 2015).

Academic misconduct &/or Cheating:

Behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment component.

Any other behavior that gives an unfair advantage to a student or that affects the results of another student (falsifying data, misconduct during an examination, creating spurious reflections). (IBO 2017)

Gaining an unfair advantage including but not limited to:

- Giving or receiving information or help on a test
- Possession of any unauthorized material during a test
- Copying another student's assignment or knowingly allowing another unauthorized student to copy from his/her assignment
- Having someone else complete an assignment on behalf of the student
- Submitting duplicate work
- Falsifying a record, data, etc.
- Using electronic devices to download or send information without permission
- Using "free papers" from the internet or other sources

Authentic piece of work:

Work based on the student's individual and original ideas, with the ideas and work of others fully acknowledged. (IBO 2017)

Collusion:

Supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another (IBO 2017).

Duplication:

The presentation of the same work for different assessment components or course requirements (IBO 2015, 2017).

Intellectual property:

Includes patents, registered designs, trademarks, moral rights and copyright. The law protects many forms of intellectual and creative expression. (IBO 2017)

Plagiarism:

The representation of the ideas or work of another person as the student's own. (IBO 2017)

Consequences of Academic Dishonesty:

We believe that when appropriate, instances of academic dishonesty should be regarded as 'teachable moments'. In accordance with Spring Branch ISD policy, the penalty for cheating will be a zero for work involved and the student will be subject to appropriate disciplinary action in cheating offenses. Students may be required to redo the assignment, complete an alternative assignment, conference with teacher(s), parents, or others as appropriate for the incident.

Resources:

Academic Honesty in the IB educational context. (2014). Updated Nov. 2016. Available: http://www.ibo.org/globalassets/digital-tookit/brochures/academic-honesty-ib-en.pdf Last viewed April 22, 2018.

Effective Citing and Referencing. (2014). IBO. Cardiff, Wales, United Kingdom. Available: http://www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/effective-citing-and-referencing-en.pdf Last viewed April 22, 2018.

Handbook of Procedures for the Middle Years Programme: Assessment 2017. (2016). IBO. Geneva, Switzerland.

International Baccalaureate. (2015), *CP: From Principles into Practice.* IBO. Geneva, Switzerland.

International Baccalaureate. (2015), *DP: From Principles into Practice.* Available: https://ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=d_0_dpyyy_mon_1504_1_e&part=1&chapter=1 Last viewed April 22, 2018.

International Baccalaureate. *IB learner profile in review: Report and recommendation.* (April 2013).

International Baccalaureate. (2017), *MYP: From Principles into Practice.* Available: https://ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=m_0_mypxx_guu_1409_2_e&part=1&chapter=1 Last viewed April 22, 2018.

Spring Branch ISD. Student Code of Conduct 2017-18. p. C-18. Available: https://cms.springbranchisd.com/Portals/233/student_code_of_conduct_2017_18.pdf?ver=2017-08-11-143451-557 Last viewed April 22, 2018.

The Academic Honesty Policy supports and is supported by these WAIS policies: Assessment Policy, Inclusion Policy, and Language Policy.

Policy Review Process:
This policy will be reviewed and revised in accordance with policy changes in IB, state and local policies every five years or as needed. Reviewed by committee and presented to faculty and staff on May 2, 2018.

Original policy: Adopted by consensus of the faculty on May 23, 2012.