



Schools of the Sacred Heart, San Francisco

Academic Honesty Policy in the IB Programme

The Academic Honesty Policy of Schools of the Sacred Heart, San Francisco embodies the basic tenets of trust and honesty in the community of Schools of the Sacred Heart.

Academic Honesty at Schools of the Sacred Heart is defined and supported in our school Honor Code: *"As a member of the Sacred Heart High School community, I agree to strive in words, actions and deeds to act as a person of courage and integrity; to be truthful at all times, even in difficult situations; to value the importance of learning from appropriately preparing for my classes, and will always represent only my work as my own; to value the possessions of others, and protect those possessions as if they were my own. Further, as a person of courage, I will expect and encourage others to act with the same sense of purposeful integrity; and, thereby to uphold the goals and criteria of the Schools of the Sacred Heart."*

As an IB Candidate School, Schools of the Sacred Heart San Francisco upholds the IB Programme requirement that *"all assignments for assessment, regardless of their format, must wholly and authentically use that candidate's own language, expression and ideas. Where the ideas or work of another person are represented within a candidate's work, whether in the form of direct quotation or paraphrase, the source(s) of those ideas or the work must be fully and appropriately acknowledged. This requirement includes a candidate's responses to examination papers in May and/or November. All quotations in a candidate's examination script must be properly acknowledged."*

At the beginning of each school year, each member of the school community (faculty and students) will commit to respectfully and embrace the goals and criteria of Sacred Heart education.

Academic Honesty

Academic and personal integrity is required of all members of our community. Homework, papers, tests, and major assignments are to be the work of the individual student. Any copying and/or sharing of assignments, submitting any work that is not one's own, cheating on any test or passing on of test information, failure to acknowledge original sources and respect intellectual property rights, and plagiarism constitute serious offenses and will result in an appearance before the Honor Council.

The IB specifies that *"any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record) is defined as academic dishonesty."* This is in direct support with the Schools of the Sacred Heart commitment to integrity.

Malpractice

The IB offers the following definitions for malpractice:

- Plagiarism is defined by the IB as *the representation of the ideas or work of another person as the student's own*. Plagiarism may include improper or missing citations, failure to acknowledge original authorship, and copying information from the internet. Students should be aware that both faculty and the IB utilize plagiarism detection software.
- Collusion is defined as *supporting malpractice by another candidate*. Students are encouraged to collaborate, and are often asked to participate in group projects. However, the IB requires *“that the abstract, introduction, content and conclusion/summary of a piece of work must be written in each candidate's own words and cannot therefore be the same as another candidate's. For example, if two or more candidates have exactly the same introduction to an assignment, the final award committee will interpret this as collusion (or plagiarism)”*
- Duplication of work is defined as *the presentation of the same work for different assessment components and/or diploma requirements*.

Additional examples of malpractice, as provided by the IB:

- *taking unauthorized material into an examination room (such as cell/mobile phone, written notes).*
- *leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination*
- *misconduct during an examination, including any attempt to disrupt the examination or distract another candidate*
- *exchanging information or in any way supporting the passing on of information to another candidate about the content of an examination*
- *failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination*
- *impersonating another candidate*
- *stealing examination papers*
- *using an unauthorized calculator during an examination, or using a calculator when one is not permitted for the examination paper*
- *disclosing or discussing the content of an examination paper with a person outside the immediate school community, including online discussions, within 24 hours after the examination.*

Consequences

Consequences may include lack of credit for the assignment in question, loss of academic credit, as well as removal from the IB Programme. An egregious violation will lead to suspension, probation, or dismissal from school. Any tampering with teacher testing materials, record books, or grading software constitutes a serious offense and makes a student liable for dismissal.

Additionally, students in the IB Program will have any suspected malpractice reported to the IB which may result in the above mentioned consequences.