

Academic Honesty Policy

I. Background

Academic Honesty promotes personal integrity and good practice in teaching, learning, and assessment. Academic honesty shall be expected of all students, and teachers should be role models of this trait. Academic honesty is supported by several of the IB Learner Profile traits, which encourages students to be:

- A. Communicators:** Expressing ideas and information in the student's own words
- B. Principled:** Acting with integrity and honesty, taking responsibility for their own actions
- C. Caring:** Having respect for published ideas and information
- D. Knowledgeable:** Acquiring knowledge and developing understanding

II. General Statement of Policy

The school district places a high value on academic honesty. The school district shall establish procedures to communicate expectations of academic honesty and prevention of malpractice, including plagiarism, cheating, and collusion. The school district shall establish consequences for academic malpractice, including reporting instances to the International Baccalaureate organization when appropriate.

III. Definitions

- A. Academic Honesty** is a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment. This is further defined as respect for the intellectual property of others and submission of only authentic pieces of work with the ideas of others fully acknowledged.
- B. Authentic Work** is based on a student's individual and original ideas and work of others fully knowledgeable.
- C. Collaboration** is defined as supporting malpractice by another student including allowing one's work to be copied or submitted by another.
- D. Duplication of work** is defined as the presentation of the same work for different assignments, projects, or assessments.
- E. Malpractice** is behavior that results in a student gaining an unfair advantage over others. Malpractice includes plagiarism, collusion, duplication of work for multiple assessments, fabrication of data, accessing unauthorized material during an examination, or any other behavior that results in an unfair advantage or affects the score of another student.
- F. Intellectual Property** includes different forms of property rights, such as patents, registered designs, trademarks, moral rights, and copyright. Forms of intellectual and creative expression must be respected and are protected by law.
- G. Plagiarism** is the representation of the ideas or work of another person as the student's own, including copying text in full or in part or works of art without proper acknowledgement.
- H. Collusion** is defined as supporting malpractice by another student, including allowing one's work to be copied or submitted by another.

IV. Role of the School District

It is the responsibility of the school district to ensure that students understand academic honesty, receive guidance on academic writing and research, and know the consequences of malpractice. The school district shall also fully support the IB in the prevention, detection, and investigation of malpractice in the Diploma Programme.

V. Role of Teachers

A. Prevention

- I. Teachers shall provide candidates with MLA conventions for acknowledging all sources with an organized and consistent approach across subjects. Teachers shall provide guidance to students

on proper ways to express the work and ideas of others and warn students of the consequences of academic dishonesty.

- II. Teachers shall provide support to students working within the plagiarism checker (Turnitin, Google) as they correct and amend passages that need attention.

B. Detection and Reporting

- I. It is the responsibility of the teacher to confirm that, to the best of his or her knowledge, all work accepted is the authentic work of each student.
- II. Teachers shall be trained in use of online plagiarism checkers (Turnitin, Google).
- III. Teachers are encouraged to make use of online services that prevent plagiarism.
- IV. Diploma Programme teachers shall follow the guidelines of the IB when authenticating the work of candidates and report suspicions of malpractice to the coordinator.

C. Support of Policy

- I. Teachers shall support and act on the school policy. Teachers shall model good academic practice by practicing appropriate citation of sources
- II. Improper conduct by staff during IB examinations (internal or external) shall be brought to the attention of the IB.

VI. Role of Students

- A. The student is responsible for ensuring that all work submitted is authentic.
- B. The student will utilize MLA style guidelines to credit the work and ideas of others.
- C. The student will submit work to our online plagiarism checker (Turnitin, Google Classroom Checker) for review.
 - I. The student will correct and amend any flagged passages before final submission.
- D. The student may participate in work correction if offered as a consequence as outlined in “Academic Integrity Violations” below.
- E. IB students are required to provide their signature on all work submitted to the International Baccalaureate for assessment to confirm that the work is authentic.

VII. Communication of Policy

- A. This policy shall be available to students, parents, and staff on a school district maintained website.
- B. The policy shall be distributed to IB students at the beginning of the MYP Programme and followed by reminders throughout the programme.

VIII. Academic Integrity Violations

A. Offenses

- I. Student collaboration, duplication of work, malpractice, plagiarism, collusion will be viewed as violations of the Academic Integrity policy.
- II. Repeat offenses across classes and programs may be viewed as more severe than initial offenses.

B. Procedure

- I. Whenever a student is found to have violated the Academic Integrity Policy, these procedures will be followed:
 - The teacher will document the violation and report it in Infinite Campus
 - The teacher will confer with the student and may contact the student’s parents.
 - Teachers will clarify why the work or behavior in question constitutes a violation, and offer additional instruction to help prevent future violations.
 - Students may offer an explanation at this time and appeal.
 - Ultimately, teachers and administration will determine consequences.
 - An appropriate penalty for the offense will be imposed. Consequences for first-time

and subsequent offenses are outlined below.

- Repeat offenses may result in more severe penalties

C. Consequences/Penalties for Malpractice

- I. Consequences for academic dishonesty are addressed in school policy and shall be handled accordingly. As stated in our District Parent-Student Handbook:
 - *Academic Integrity [Refer to District Policy 506] Standard: All students are expected to demonstrate academic integrity which includes honesty, trust, fairness, respect and responsibility. All work submitted for credit in any class is expected to be produced by and be the original work of the student submitting it. Students who allow their work to be copied will receive the same or equal penalties to those who do the copying.*
 - *Consequences may include:*
 - *redoing the assignment*
 - *completing a new assignment*
 - *loss of credit for the assignment/s*
 - *loss of credit for the course*
 - *removal from the course*
 - *suspension from school*
- II. Instances of malpractice for Diploma Programme candidates shall be reported to and investigated by International Baccalaureate with cooperation by school administration, the IB coordinator, and the teacher(s) and student(s) involved.

Guidance and structures for this policy and definitions of terms come from International Baccalaureate Organization and [Rockford Area Schools](#). Other Sources Include: [Cooper High School Academic Honesty Policy](#); [Piedmont High School Academic Integrity Policy](#), [Learner Profile for IB Students](#)