



Academic Integrity Policy

IB MYP & DP

Hilton Head Island Middle & High Schools

HHIMS Mission Statement

The mission of Hilton Head Island Middle School is to provide challenging curricula with high expectations for learning that develop productive citizens who can solve problems and contribute to a global society.

HHIHS Mission Statement

The mission of Hilton Head Island High School is to prepare each student to become a productive, responsible citizen in a complex, global, technological age that requires lifelong learning.

Philosophy

As principled IB scholars, we conduct ourselves with honesty and integrity in fairness, justice while being respectful for the dignity and rights of everyone. This includes our performance as academic scholars of the IB, how we conduct ourselves in the learning process, and the work we produce that demonstrates our academic abilities. In doing so, we take ownership of our learning as inquirers, thinkers, communicators, principled, open-minded, caring, risk-takers that reflect on our learning as we strive to push ourselves further to achieve greater. These attributes develop us as IB scholars as well as mold us into productive, responsible citizens who can solve problems, are lifelong learners, and contributors to a global society.

Roles & Responsibilities

Implementing this academic integrity policy is the collaborative work of all the members of the school community. The **IB Coordinators** review and revise the previous academic integrity policy which is then reviewed by school leadership, staff, students, parents, and community members to ensure we are embodying good practice in teaching and learning that upholds our school culture. **All stakeholders** are to educate students regarding the policy, its importance, and be role models in honesty for students. **School leadership** directs the enforcement of consequences when a student violates the policy. **Teachers** implement the school's academic integrity policy through relevant Approaches to Teaching and Learning (ATL) skill development in all subject group classes. They provide guidance regarding studying, writing an academic document, inquiring and citing sources so that students gain a clear idea of the purpose of correct citation and referencing in a variety of disciplines. Lastly, teachers promote a classroom environment that encourages academic integrity and critical thinking. **Students** have a responsibility to learn and practice academic integrity as part of their ATL skill development and be aware that the IB coordinator, librarian and teachers are available to offer further advice and guidance. Students are mindful of the spirit of academic integrity both in attitude and action when completing all assignments, understand that no assignment is excluded from this policy, and receive and sign a student version of this policy to show comprehension and compliance with the school's Academic Integrity Policy. **Parents** support the ethical values of honesty and integrity and share in the school's effort to enforce the academic integrity policy, especially with regard to work done outside of school.

Teaching Academic Integrity Practices Reflecting Honesty, Trust, Fairness, Respect, and Responsibility

All teachers plan and implement lessons and expectations that reflect the five fundamentals of academic integrity. Examples include:

- Class discussions about the importance of trust and honesty in a learning environment
- Teaching strategies that reinforce respect and responsibility, such using Google plagiarism monitoring, student conferencing, and student reflection responses
- Declaration of authenticity on each summative assessment, signed by the student
- Strict test taking protocols (desks cleared, backpacks at the front, all facing forward, etc.)
- Lessons on ethical decision making in academics

Additionally, students learn, apply, and model Approaches to Learning (ATL) skills they are exposed to throughout their experience with our IB programmes. In developing the students' abilities to collaborate, research, think critically to solve problems, and reflect on their learning, students also acquire the skills and traits of the IB Learner Profile. As a result, the full student experience in our IB programmes establishes a strong foundation of academic integrity and embodies scholars that are active, passionate, lifelong learners that can solve problems and contribute to a global society.

Good Practice, Authentic Authorship, & Intellectual Property

Good practice is accomplished when students do not participate in academic misconduct, some examples of which are defined below. Also, understanding the proper use of emerging technologies such as chatGPT and other artificial intelligence that can create work for a student is integral to the student's understanding of good practice and authenticity. All submitted student work should be that of the individual IB scholar and of their own ideas, expressions, and language with the exception of a collaborative assignment. The use of other works should be referenced within the student work using the MLA format for citation and credit to the original author. When addressing plagiarism, students must consider proper citation of a person's ideas, design, illustrations, or other forms of creations that are not in print or online. Teachers will support students in their growth in these areas as they progress through the MYP and DP.

Definitions of Academic Misconduct

Cheating- Plagiarizing, providing, receiving, or viewing answers to assignments, quizzes, or tests; accessing academic materials without permission. This includes the improper use of chatGPT and other artificial intelligence.

Dishonesty- Failure to tell the truth; giving false information, verbally or in writing to a school personnel.

Failure to Complete School Work- The act of not completing assigned written, or physical work.

Forgery- Purpose of signing another person's name or altering, copying or imitation of something, without the authority or right, with the intent to deceive or fraud by passing the copy or thing altered and imitation as that original.

Promoting Academic Dishonesty- The intentional help, or attempt to help, another student to conduct themselves in any way that goes against this policy and/or that would be considered not having academic integrity.

Unacceptable Collusion- Working on assignments and/or projects with another without permission or that results in an unfair advantage over other students.

Academic Misconduct: Actions to be Taken for Transgressions

Offense	Example	Potential Consequence	Appropriate Scholar Action
Cheating	Someone asks you, “Hey, let me see your assignment. I didn’t have time to do it and I don’t want to get a zero.”	Student conference, office referral, lunch detention, ISS, parent contact, MTSS referral.	Tell them you can’t, remind them of the academic integrity policy, offer to help them if they get stuck on a question.
Plagiarism	While doing research on Google for an assignment, you copy and paste words, pictures, or graphics without giving credit for the source in your work.	Student conference, office referral, lunch detention, ISS, parent contact, MTSS referral.	Give credit to the source you received the information from in the approved format request from your teacher for the assignment.
Promoting Academic Dishonesty	While working on an assignment, you share your Google Doc with your friends so they can make a copy and turn it in for themselves.	Student conference, office referral, lunch detention, ISS, parent contact, MTSS referral.	Don’t allow others to use your work as their own. Remind your friends that as principled IB scholars, it would not be fair to you or them to share your work.

Faculty and administration also inform students and parents about the severe consequences of academic misconduct for college students. Academic integrity issues at the university level can result in suspension or expulsion from the school and sometimes even the entire state university system. With successful college completion the goal for many of our students, it is imperative that our students comprehend the progression of consequences for actions of academic misconduct as they matriculate. We work to ensure that our students are prepared for honest and successful academic endeavors after graduation from our BCSD schools.

Policy Review Process

This policy is reviewed annually and was last reviewed by each respective school’s leadership and staff in the Spring of 2023. Additionally, each school had the policy reviewed by their PTO/PTA and SIC in the Fall of 2022. During each review, participants spent time reading and discussing the policy then offered their feedback regarding the policy.