

# **GUAJOME PARK ACADEMY**

## **Academic Integrity Policy**



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**Kevin Humphrey, Superintendent**

## **Academic Integrity Policy**

Honest behavior and integrity is an expectation for all students at Guajome Park Academy (GPA). GPA is committed to creating an ethical academic atmosphere. To that end students will conduct themselves as principled learners. They will act with integrity and honesty, with a strong sense of fairness and justice. They will take responsibility for their actions and their consequences. Students will follow their teachers' directives and the school-wide practice concerning citation habits and acknowledgement of work published by others.

The school's guidelines with regards to school-wide norms for specific types of academic dishonesty, which will result in disciplinary action, are defined below:

1. Cheating - any intentional giving of or use of external assistance relating to an examination, test or quiz without explicit permission of the teacher. This includes looking on another student's paper, sharing answers, copying another student's paper, or using answers written on a cheat sheet, part of the body, the desk, etc.
2. Fabrication - any intentional falsification or invention of data, data citation, or other authority in an academic exercise.
3. Unauthorized collaboration - while collaboration is often encouraged, unauthorized collaboration is not permitted.
4. Plagiarism - any intentional representation of other's ideas, words, or works as one's own. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher, is also engaged in plagiarism.
5. Alteration of materials - any intentional and unauthorized alteration of student, teacher, or library materials.
6. Forgery - any unauthorized signing of another person's name to school related documents.
7. Theft - any theft of materials.
8. Transfer of unauthorized materials - any giving or selling of unauthorized materials.

## **Consequences of Academic Dishonesty**

Consequences are listed in this handbook; Behavior section; Behavior Matrix.

All incidences of academic dishonesty must be reported to the appropriate designated staff member and recorded in the student's cumulative file.

## **Academic Honesty within the IB Diploma Programme**

All students entering the IB Programme, be that full Diploma candidates or students taking individual course work sign a declaration stating that all work is their own.

As stated within International Baccalaureate handbook on Academic Honesty, malpractice includes:

- Plagiarism: this is defined as the representation of the ideas or work of another person as the candidate's own
- Collusion: this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another

- Duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements
- Any other behavior 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, etc.).

### Avoiding Plagiarism

As stated within the IB’s Academic Honesty Policy an “authentic piece of work is based on the candidate’s individual and original ideas with the ideas and work of others fully acknowledged.” Assessed work includes both written and oral assignments for internal or external assessments. This assessed work must be in a student’s own language and expression with all sources acknowledged whether quoted directly, paraphrased, or used for ideas. If there is any doubt, students should cite a source or not, they should cite.

### Cite and Acknowledge Sources

Guajome Park Academy uses the MLA referencing system. Beginning in sixth grade students begin becoming familiar with and utilizing the requirements of MLA formatting. When individual subjects/teachers have their own specific requirements, guidelines will be provided by the subject teacher.

### Students Must Acknowledge:

- Sources for all verbatim quotations of two or more consecutive words.
- Sources from which students paraphrase or summarize facts or ideas
- Sources for ideas or information that could be regarded as common knowledge but which the reader might still find unfamiliar
- Sources for materials including media other than written text (including but not limited to: film, podcast, visual images, music, etc.)
  - The IBO states in their Academic Honesty Policy document that: Many candidates believe that because the Internet is in the public domain and largely uncontrolled, information can be taken from web sites without the need for acknowledgment. Candidates must record the addresses of all web sites from which they obtain information during their research, including the date when each web site was accessed. The uniform (or universal) resource locator (URL) constitutes the web site address for this purpose. (Simply stating the search engine that was used to find the web site is not acceptable.) This includes the copying of maps, photographs, illustrations, data, graphs and so on. For example, to cut and paste a graph from a web site without acknowledging its source constitutes plagiarism. CD-ROMs, DVDs, e-mail messages and any other electronic media must be treated in the same way as the Internet, books and journals.

The IBO will randomly checks candidates’ work for plagiarism using Web-based plagiarism prevention and education systems, such as Turnitin.com

### Collusion v. Collaboration

Within the Diploma Programme, assessment, at times, requires that students work in collaboration to meet a common assessment goal. In these situations, all members of the group are expected to participate in an equal and fair manner.

The rules for acknowledging sources will still apply, and in addition, the following is

permissible:

- Discussion with other students around issues arising from the work to be assessed.
- Discussion with other students regarding ways to address issues arising from the work to be assessed.
- Sharing of location and sources of information relevant to the assessment.

The following is NOT permissible in group work:

- Allowing a member or members of the group to write any part of your assessment piece.
- Allowing a member or members of the group to write any part of another member's assessment piece.
- Giving a copy of one student's work with respect to that assessment to any other student within the group

Students must clearly understand the difference between collaboration and collusion. Collusion is a form of plagiarism. It can result from improper collaboration during group work and involves at least two people. To avoid collusion in group work, students should take their own personal notes during meetings. Collusion can also occur when one student allows another to copy his or her own work, even if that student makes changes to the work to make it look different.

Consequences of Malpractice

- Any work suspected not to be authentic will not be submitted to IBO. In such cases, one of the following courses of action will occur:
- Malpractice Identified Before a Submission Date to IBO
- If malpractice is identified before a school based due date, the student will have a chance to correct the problem(s) in time to meet the IBO's submission date. If the student does not meet the due date, a failing grade will be given.
- Malpractice Identified Internally On or After a Submission Deadline
- This situation is likely take place with work set by teachers and not necessarily required by the
- IB for an impending deadline (e.g. lab work or teacher-set assignments). Once the assessment has been formally submitted and malpractice is suspected, the investigation process will take place. If malpractice is confirmed, this will likely have a significant impact on the student being able to receive the IB Diploma under IB rules.

Malpractice Identified Externally by IB Examiners

- Examiners will inform the IBCA and an investigation will occur. An IB Diploma or Certificate may be revoked at any time if malpractice is established.

Malpractice in Examination Sessions

Incidents of misconduct could include, but are not limited to the following:

- Bringing unauthorized material into an exam room (for example, an electronic device other than a permitted calculator, own rough paper, notes, a mobile phone)
- Misconduct during an exam (for example, disrupting the examination or distracting another candidate)

- Supporting, or attempting to support, the passing on of exam related information
- Copying the work of another candidate
- Failing to comply with the instructions of those conducting the exam
- Impersonating another candidate
- Stealing examination papers
- Using an unauthorized calculator during an exam
- Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours of the end of the examination

Guajome Park Academy Staff must not engage in the following:

- The unauthorized rescheduling of an examination
- Failing to keep exam papers secure prior to an examination
- Opening examination papers prior to an examination
- Providing undue assistance in the production of any work that contributes to the assessment requirements of the IB diploma
- Leaving candidates unsupervised during an examination period
- Allowing additional time in examinations without IBO approval
- Releasing an examination paper, or disclosing information about the content of a paper within 24 hours after the examination