

Academic Integrity Policy San José High School

San Jose High School has a strong commitment to both academic and ethical education. Students who engage in academic honesty demonstrate a desire to develop and grow through principled work and risk taking. Conversely, students who engage in academic dishonesty create habits detrimental to their personal well-being and to the well-being of their community and society. Students can contribute to society by maintaining ethical standards within and beyond the academic environment.

Defining Academic Malpractice:

Academic dishonesty/malpractice constitutes acts, which result or may result in an individual gaining an unfair advantage.

- **Plagiarism:** taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it as one's own.
- **Collusions:** supporting malpractice by another candidate, as in allowing your work to be copied or submitted for assessments by another candidate
- **Copying:** taking work of another student, with or without his or her knowledge or giving work to another student for copying purposes.
- **Duplication of work:** presentation of the same work for different assessment components or curriculum requirements.
- **Misconduct during an examination:** including the possession of unauthorized materials during an assessment or exam, communicating with another student without teacher permission or having unapproved student aides, using cheat notes or stealing tests.
- **Dishonest reporting:** creating or altering data or signatures; collecting information in an inappropriate manner including the falsification of any records such as grades, personal project, community service or CAS records
- **Fabricating:** research and or research data

Roles and Responsibilities of Teachers:

Teachers at San Jose High School are expected to encourage good practice among students. The following are some of the measures that should be adopted to avoid malpractice. Policies will be revisited and addressed when needed throughout the year, in classrooms and/or at student grade level meetings. All teachers will remind their students of the school's academic honesty policy and its components at the beginning of each year, as well as prior to major assessments.

- Students will be advised as to what constitutes plagiarism in various subjects.
- Students will be taught the proper way to cite, including words, ideas, works from sources and develop a clear idea of what constitutes plagiarism in the various subjects.
- The teacher informs students what is acceptable/not acceptable when completing work and exams.

- Be vigilant enough to spot, inexplicable changes in student work and behavior
- Teachers should question students about their written work to ensure original thoughts
- Use search engines whenever possible to detect plagiarized work
- Authenticate student work whenever required. As outlined by the IBO, “each teacher to confirm that, to the best of his or her knowledge, all candidates’ work accepted or submitted for assessment is the authentic work of each candidate.”
- All major assignments and IB internal assessments must be submitted by students on TurnItIn.com, and any discrepancies must be immediately reported to the IB coordinator and appropriate administrator. In addition, teachers should continuously monitor student progress as they complete assignments, and teachers should furthermore be aware of significant differences between a student's current work and assignments that were previously turned in.
- Distinguish between collaboration and collusion to prevent allegations of collusion against students
- Be familiar with the IBO publication, “Academic Honesty: guidance for schools”
- Cooperate in the investigation of suspected areas of malpractice
- Teacher will inform the administration regarding malpractice.
- Write a statement for any report on malpractice to be submitted to the IBO. Follow the guidelines as outlined by the IBO
- Follow all guidelines during exams as outlined by the Conduct of the Examinations: notice to candidates – Available on IBIS.

Student Responsibilities:

It is the student’s responsibility to ensure the integrity of all work and to understand what is an offense against academic honesty.

- **Citations:** Whenever using work, words, ideas, pictures, information or anything produced by someone else, we will cite the original creator instead of submitting it as one’s own work. Using a citation format appropriate to the subject area (such as MLA or Chicago style), students should acknowledge all sources when writing an assignment. Paraphrased ideas of another person should also be acknowledged. Students will review all work before submission to check that all sources have been acknowledged.
- **Original work:** All work submitted must be original work, words, ideas, pictures, information or anything else produced by the submitter or must follow proper citation guidelines.
- **Collaboration:** The names of all collaborators need to be written on assignments. The division of work needs to be disclosed by each collaborator to ensure equal and fair collaboration.
- **Technology:** The use of technology should be used as a tool and/or reference resource at approved times in an appropriate manner.

Any material generated through an artificial intelligence platform (i.e. ChatGPT) should be clearly cited as such according to academic conventions. Students must explicitly indicate the

source of the material, and under no circumstances should students portray AI-generated material as being their own work.

Students will use plagiarism detection software (TurnItIn.com) to submit all major assignments and IB internal/external assessments. Teachers will demonstrate for students how to use this software to turn in coursework.

Consequences for Malpractice and Academic Dishonesty:

All Coursework:

Teachers will document each episode of academic dishonesty and communicate it to the administration via referral or email. A file starting with the first offense will be kept by the grade level advisor. Referrals will also be sent to the Assistant Principal of Discipline. Referrals for dishonesty will be cumulative throughout a student's years at SJHS.

Per the SJUSD Uniform Grading Policy, "Teachers are encouraged to require the student to redo the assignments so that they can assess the student's skill but are not required to include the grade in the gradebook." To that end, in addition to being subject to the consequences listed below, students must redo any coursework which was originally completed dishonestly. After the student re-submits the assignment, it is up to the teacher's discretion whether to input the grade that the student would have received for a missing assignment, or to input a higher grade.

Consequences for malpractice and dishonesty on daily coursework:

- For all offenses: Teacher submits referral to administrator and contacts parent. Student re-submits assignment.
- First Offense: Detention and/or mandatory tutoring assigned.
- Second Offense: Conference held with administrator, teacher, parent, and student.
- Third Offense and Beyond: Suspension from school.

*Administrators may skip to a higher consequence based on the severity of a particular incident.

DP/CP Internal Assessments and Externally Assessed Tasks:

If a student submits a DP/CP assessment task that was completed dishonestly, the teacher should document and report the incident according to the steps above for "All Coursework." The same consequences listed above will apply.

In addition, per IB guidelines:

If a final piece of work has plagiarized content or was not completed according to the subject guide requirements, that component should be awarded an "F" on the IB internal assessment mark entry system or marked as non-submission in the case of externally assessed components, such as the extended essay, or theory of knowledge essay, and

as a consequence the student would not be eligible for a final grade in the subject concerned.

When academic misconduct is identified after the work has been submitted to the IB, the programme coordinator must inform the IB as soon as possible.

(From IBO guide, "[Investigating school maladministration or student academic misconduct.](#)")

In accordance with these guidelines, in addition to following the steps and consequences listed above for "All Coursework," teachers must immediately notify the IB Program Coordinator of any academic misconduct on DP/CP assessment tasks.

Students will still be required to redo any assessment that was completed dishonestly. At the teacher's discretion, the grade for the resubmitted assessment may be reflected in the teacher's gradebook and count towards the grade that will be shown on the student's SJUSD transcript. However, the resubmitted assignment should **not** be submitted to the IB organization, and the component should be marked as an "F" or non-submission in IBIS regardless of any resubmission by the student. The school IB Coordinator will follow up with the IB organization to determine what additional consequences will apply to the student.

DP/CP Examinations:

Students are expected to conduct themselves with the utmost integrity during IB examinations. Per IB guidelines:

Students must not take any unauthorized materials into the examination room and must follow invigilator instructions. A student found in possession of unauthorized materials during an examination, regardless of intent or if the material is used, is still considered to be in breach of regulations and will be investigated by the IB.

If a student is found to be in breach of regulations, the school must contact the IB within 24 hours of the examination to report the incident. Students should be allowed to continue with the examination in question, unless their presence in the examination room is disruptive to other students. The student's examination script should be submitted for assessment as usual.

(From IBO guide, "[Investigating school maladministration or student academic misconduct.](#)")

Each year, school administrators and/or the IB Coordinator will present to all students taking IB examinations to remind students of the expectations for testing. School staff will follow all

appropriate guidelines when administering IB examinations and will handle any misconduct according to IB policies.

Revision History:

This policy was last updated in March 2023 with input from all members of the teaching faculty.