

The Governing Board of Folsom Cordova Unified School District and the Faculty of W.E. Mitchell Middle School and Cordova High School believe that academic honesty and personal integrity are fundamental components of a student's education and character development. It is expected that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty.

### Definitions of Academic Dishonesty

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

- **Plagiarism:** using work, words, ideas, pictures, information, or anything that has been produced by someone else and submitting it as one's own or omitting proper citation.
- **Collusions:** supporting malpractice by another student, as in allowing your work to be copied or submitted by another student.
- **Copying:** taking work of another student, with or without his or her knowledge, or giving your work to another student for copying purpose.
- **Duplication of work/Self-Plagiarism:** presentation of the same work for different assessment components or curriculum requirements unless there is prior permission or it is a designated common assessment.
- **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, or community service records fabricating research and or research data.

### Student Responsibilities

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

- **Citations:** Whenever using work, words, ideas, pictures, information, or anything produced by someone else, the student will cite the original creator instead of submitting it as one's own work. Students must acknowledge all sources in writing assignments. Paraphrased ideas of another person must be 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. Student assessments should all be the student's original work. Students will review all work before submission to check that all sources have been acknowledged.

- **Collaboration:** The names of all collaborators need to be written on the assignment and/or a rubric. The work needs to be completed, as divided, by each collaborator to ensure equal and fair collaboration.
- **Technology:** Technology must be used as a tool or reference at approved times, in an appropriate manner.
- **Turnitin:** Cordova High School only – Students may be required to upload all written work to Turnitin, an originality checking and plagiarism prevention service.
- **Year 5 Personal Project:** All 10<sup>th</sup> grade students will be expected to complete a unique individual personal project including a process journal, a written or oral report, or some combination of the two, using proper citations, technology approved by the supervisor. Any written work may be submitted through Turnitin.

### **Roles and Responsibilities of Teachers**

Teachers at W.E. Mitchell Middle School and Cordova 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.

- Teachers will advise as to what constitutes plagiarism in various subjects.
- Teachers will provide instruction on the proper way to cite words, ideas and complete works and will develop a clear idea of what constitutes plagiarism in the various subjects.
- The teacher will inform students what is acceptable and what is not acceptable when completing work and exams.
- The teacher will be vigilant in spotting inconsistencies in student work and behavior.
- Teachers may question students about their written work to ensure original thoughts.
- Teachers will use search engines or Turnitin, whenever possible, to detect plagiarized work.
- Teachers will authenticate student work whenever required. As outlined by the International Baccalaureate Organization (IBO), “each teacher [is] to confirm that, to the best of his or her knowledge, all students’ work accepted or submitted for assessment is the authentic work of each student.”
- Teachers will distinguish between collaboration and collusion to prevent allegations of cheating against students.
- Teachers will be familiar with the IBO publication, “Academic Honesty: guidance for schools.”
- Teachers will cooperate in the investigation of suspected areas of malpractice.
- Teachers will write a statement for any report on malpractice to be submitted to the IBO.
- Teachers will follow the guidelines as outlined by the IBO

- Teachers will follow all guidelines during exams as outlined by the Conduct of the Examinations: notice to students – Available on the International Baccalaureate Information System.

### **Consequences and Procedures**

At both W.E. Mitchell Middle School and Cordova High School the following steps shall be taken in instances where academic malpractice is discovered:

Initial action is at the discretion of the classroom teacher and should follow the guidelines set forth in the student handbook. First time offenses result in contacting the guardian to inform of the action and the resulting consequence. After the teacher has informed the parent and/or guardians of the violation(s) the students will be given the opportunity to reassess under the supervision of the teacher.

Repeated offenses may result in a teacher-initiated suspension for defiance of classroom rules and disruption of the learning environment.

Certain acts of academic malpractice are understood to require more severe consequences. Examples of such severe cases include, but are not limited to: theft of examination materials, publishing of work that is not the student's intellectual property, disseminating dishonest work or materials to other students, altering scores in a teacher's gradebook, or extorting work or information from another student through threat of physical or mental harm or by monetary incentive. Such actions shall be immediately referred to administration.

Progressive discipline will be followed by the school administrative team. Administrative services will include, but are not limited to: a parent conference, community service, permanent notation in the student's records, in house suspension, revocation of extracurricular privileges, off site suspension, and recommendation for expulsion.

### **Review of policy**

A committee of volunteer teachers, representing all subject areas on campus, parents, and administrators will be tasked with evaluating and extending this policy. The committee will meet at least once annually, beginning in the 2015-2016 school year in order to review the effectiveness of the policy and discuss ways to educate faculty and students on the policy.

\*Acquired from "Academic Honesty" by IBO at <http://occ.ibo.org>

\*Unless indicated otherwise, MLA style citations will be the norm

## Middle Years Programme Academic Honesty Policy

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