

# Harrison High School

## MYP Academic Honesty Policy



### **Philosophy**

Academic honesty and integrity in school work is an essential component to student achievement. Copying another student's work, plagiarizing the work of another author or cheating on academic tasks and assessments is prohibited. Students who commit acts of dishonesty in the academic area are subject to disciplinary action and academic penalty. Furthermore, the use of Harrison District 2 electronic media to commit academic dishonesty is a violation of the Harrison District 2 Acceptable Use Agreement and may lead to the loss of computer privileges, as well as further disciplinary action. (Harrison School District 2 Code of Conduct, p. 12)

Academic honesty is a fundamental component of a student's education and development. At Harrison High School we believe that promoting and expecting academic honesty is a specific example of the demonstration of the IB learner profile attribute "Principled." Community members (teachers, administrators, para-professionals, parents/guardians) will model academic honesty and support students in the development of this attribute following the guidelines below for each community group. Only when there is commitment on the part of the whole community can a school's academic environment facilitate a healthy respect among students for the value of academic honesty.

### **Definitions**

#### **What is Academic Honesty?**

Examples of academic honesty include:

- Appropriate behavior in both a class and exam setting
- Complete documentation and acknowledgement of the authorship and/or ownership of original material
- Student generation of original, creative material
- Legal protection of all forms of intellectual property, to include creative expression, patents, copyrights and trademarks

#### **What is Academic Misconduct?**

**Plagiarism:** Any use of another individual's ideas, words, or work without giving him/her appropriate credit. Plagiarism includes, but is not limited to the following: misuse of published material or material acquired from Internet sources, and/or work of another student. The following offenses, including but not limited to those below, are considered examples of plagiarism:

- Paraphrasing or copying any source without giving proper credit to the author
- Not using MLA or another approved format when citing sources
- Turning in any assignment which is not based on one's own research and writing
- Impersonating another student on exams or final tasks

**Collaboration:** When a group of students work together toward a common goal on an assignment or assessment which has been designated as group work.

**Collusion:** When a group of students work together on an assignment or assessment which has been restricted to the work of an individual student. Examples may include copying of homework, a student either misrepresenting someone else's work as their own or their own as another student's

**Cheating:** Using dishonest means in an attempt to obtain credit for academic work. The following offenses, including, but not limited to those below, are considered examples of cheating:

- Using/providing notes, documents, answers, aids, or helping another student on any assessment (i.e. test, quiz, exam, etc.) or assignment unless expressly permitted by the teacher. This includes persons outside of the school building.
- Utilizing communication/electronic devices to send or obtain unauthorized information
- Looking at another student's paper, talking during an assessment, or violating any other expressed directions given by the teacher
- Taking another student's work and using it as your own
- Tampering with teacher materials and/or student records
- Disclosing or discussing the content of an exam before all students take it.

**Fabrication:** Inventing information, falsifying research/projects, and/or using other products with the intent to deceive. The following offenses, including but not limited to those below, are considered examples of fabrication:

- Creating a false reason to receive special consideration for an assessment or assignment
- Citing information not taken from the source indicated
- Submitting a paper, lab report, or other academic exercise containing falsified data or evidence
- Making a wristband in order to attend school events/wear a hat

**Tampering** with teacher materials and/or student records for purposes of cheating or fabrication will not be tolerated. Students who tamper with teacher materials and/or student records are subject to academic dishonesty consequences.

**Duplication:** Submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved.

**Forgery:** Forging the signature of a Parent/Guardian, a school employee, or a Physician (or any Professional individual) on a letter, or on any other document including but not limited to hall passes, progress or grade reports, parent letters, permission slips, medical documents.

**Other:** Any action or behavior that results in an unfair advantage for a student or results in a disadvantage in performance of another student, including:

- Disturbance in class or exam environment
- Copying assignments and turning in as own work
- Use of study aids or electronic devices or calculators that is not permitted
- Falsifying data
- Use of inappropriate or offensive material
- Providing knowledge of or materials from an exam with students who have yet to take the exam.

## **Acknowledgement of Sources**

### **Steps to prevent plagiarism**

- Acknowledge all materials used in the creation of your work by referencing them accurately and clearly in the body and/or the works cited of your document or production.
- Items that must be acknowledged include any and all ideas, words and/or works of another person.
- When using pictures, maps, programs, data and similar materials, be sure to acknowledge the source.

- Even paraphrased material must be acknowledged with the source.

### **Results of Academic Misconduct**

As a school community, we understand that students need support and guidance when it comes to being academically honest. Therefore, we will deal with academic infringements on a case by case basis with the end goal being a learning experience with a behavioral change. As concerns arise, teachers will strive to define both the issue and the student's intent. Teachers will then determine appropriate measures that must be taken by faculty and student.

In accordance with the Harrison School District Code of Conduct, Academic Dishonesty is a Level I Disciplinary Infraction. As such, consequences for each offense may include any of the following:

- Detention
- Parent communication via email, letter, phone call
- Meeting with parents, staff or administrator
- Redoing the work that is affected by academic dishonesty
- Loss of Academic Credit
- Placing a temporary or permanent notation on the student's academic record indicating academic misconduct

### **Student Responsibilities**

The student is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. The most frequent failure to give credit to other sources of information occurs when writing research papers. It is, therefore, extremely important that every student at HHS be familiar with the accepted procedures in acknowledging the work of another writer.

- Reference in the text all material reproduced directly (i.e., copied) from any source. This includes all phrases, sentences, paragraphs, graphs, charts, images or any other information.
- Sources include printed and electronic media, such as books, textbooks, magazines, interviews, websites and images.
- If any idea or argument of someone else's work is used, give that individual credit, either in footnotes or in the text in parentheses.
- Procrastination and sloppy research techniques can lead to plagiarism. When taking notes, be sure to put information copied directly from a source in quotations. It is always better to read the material, think about it and then write the information in your own words. This will make inadvertent copying less likely to occur. Thoughtful research takes time, so plan ahead and don't procrastinate.
- Common knowledge is knowledge known by everyone or nearly everyone, generally in reference to the community to which you are writing or presenting. Common knowledge does not need to be cited. When in doubt, it is always better to cite your sources.
- Be on the safe side. Having too many footnotes, while poor scholarship, is not academically dishonest; on the other hand, if someone else's work is not acknowledged that is plagiarism.

Intentions are not relevant in judging whether or not something has been plagiarized. If credit is not given where credit is due, plagiarism has occurred. Don't be careless.

### **Teacher Responsibilities**

ALL teachers at Harrison High School share the responsibility of reinforcing best practices and teaching proper research skills. HHS teachers are expected to:

- Support and act on the School’s policy on good academic practice and provide candidates with advice whenever necessary
- Provide instruction and support in research and study skills, and be available to offer advice and guidance to students.
- Give specific requirements as well as written examples of proper citation of a variety of sources in their discipline area(s), using MLA format.
- Structure assignments to encourage the development of students’ own ideas through problem solving, comparison, precise hypothesis, analysis etc.
- Provide a formative assessment structure for investigative reports that includes planning and the evaluation of sources, and reflects the need for candidates’ work to be authentic. The formative assessment structure might include:
  - a carefully developed thesis
  - the evaluation of sources
  - planning for an investigation
  - personal critique or analysis
  - evidence of higher thinking in a proposal of alternative solutions to the issue under discussion
  - in-class research assignments
- Mark regular class and homework assignments that are not being submitted to the IB for assessment, taking into account each candidate’s use of and acknowledgement of sources. A portion of the marks awarded could be available for assessing the degree to which a candidate has correctly acknowledged all sources
- Guard against what might be described as “academic negligence”. In other words, teachers must warn candidates about the consequences of being careless when recording sources, or displaying a cavalier disregard for the origin of material within their work
- Observe the same procedures as students and actively use the MLA bibliographic convention (or other discipline appropriate style) when providing students with reference material. All teachers should epitomize good academic practice and act as role models for students

### **IB Coordinator and/or School Administration Responsibilities**

The school’s leadership has the responsibility for establishing processes and procedures that supports and a school culture that actively encourages academic honesty. HHS and CMS coordinators and administrators are expected to:

- Know the regulations and instructions as provided by the IBO that govern the conduct of each examination session.
- Inform staff and students through various media what constitutes malpractice and how it can be prevented.
- Support the IBO fully in the prevention, detection and investigation of malpractice.
- Undertake any additional responsibilities required by the IBO should a candidate or staff member be investigated for malpractice.

### **Works Cited**

*Harrison School District 2 Code of Conduct.* Harrison School District 2. August. 2015. Hyperlink  
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