

ACADEMIC HONESTY POLICY

Washburn High School



WHS Mission

Through intercultural understanding and respect, WHS's mission is to ensure students' academic and social growth in an environment that fosters active student involvement while nurturing compassionate life-long learners and global citizens.

Academic Honesty Policy Purpose

The Academic Honesty policy is designed to define and clarify the expectations associated with the submission of authentic work.

Definitions

Malpractice – any behavior that results in, or may result in, a student gaining an unfair advantage in school. Malpractice includes but is not limited to plagiarism, collusion, duplication of work, cheating, and fabricating data/work.

- Plagiarism – to steal or pass off the works or ideas of someone else's as their own or using another's work without crediting the source
 - Examples –
 - Submitting as work that was created entirely or partially by someone else.
 - Failing to indicate the use of another person's exact words.
 - Failing to cite the source of quotations and paraphrases.
 - Failing to identify the source of the elements of a nonverbal work that are derived from the work of others.
- Collusion – supporting the malpractice by another student or assisting another student's academic dishonesty.
 - Examples –
 - Doing work for someone else
 - Allowing someone to copy off of a test, homework assignment, or other assessment
 - Sharing information about what will be on an upcoming assessment.
 - It is considered collusion in IB for students to work together on lab reports other than the Group 4 project.
- Cheating – the use or attempted use of unauthorized materials during any type of assessment
 - Examples –
 - Copying answers from someone on an assessment, homework assignment, or other work.
 - Providing work to someone else with the knowledge that it will be copied (collusion).
 - Communicating in any way with someone else during an assessment without the permission of the teacher.
 - Using unauthorized materials on an assessment without the permission of the teacher.
 - Obtaining or reading a copy of a test before it is administered without prior approval from the teacher.
- Fabrication – the creation of false data or citations.
 - Examples –
 - Inventing or creating the data of a laboratory experiment, field project, CAS activity, or other project.
 - Inventing a fake citation for a research paper or other project.

- Altering a graded piece of work and resubmitting it to the instructor in order to claim an error in grading.

In addition, Washburn High School considers the following to be academically dishonest:

- Submitting a paper, lab report, or project in more than one course for a grade
- Using electronic translating programs in a World Language courses for more than looking up specific unknown words.

Roles & Responsibilities

Student Responsibilities

- Make sure that all work submitted is their own, with the work or ideas of others fully and correctly acknowledged.
- Meet school deadlines
- Understand the definitions of academic dishonesty
- Requesting clarification of instructions when necessary
- Seeking out resources to insure that work is properly cited
- Understand the MLA citations
- Report instances of observed malpractice

Parent/Guardian Responsibilities

- Encourage their student to practice academic honesty
- Help student to find resources for citation when necessary
- Communicate with school when necessary about academic honesty issues

Teacher Responsibilities

- Each year review with students the academic honesty policy in Advisory
- Confirm, to the best of his or her knowledge, that all work accepted or submitted for assessment is the authentic work of each candidate
- Use Turnitin.com
- Model academic honesty in presentations
- Provide guidance on writing, research, and how to acknowledge sources.
- Monitor assessments
- Record and report instances of academic dishonesty

Consequences

The consequences can range anywhere from having to redo an assignment, to receiving a zero, to failing the course. You will have difficulty getting your teachers to recommend you and/or write you a letter of reference for a school, award, scholarship or job. Depending on the severity, a student may be asked to visit the principal or an assistant principal to discuss the matter further and parents/guardians will be notified

IB

In an IB course, if a student is academically dishonest, the IB Coordinator and parents/guardians will always be notified and the student may forfeit the right to sit for the examination. “The candidates are responsible for ensuring that the final version of any work is authentic. Candidates themselves must bear the consequences if they submit any work for assessment that is not their own,

regardless of whether the plagiarism was deliberate or a careless act. The same principle applies to collusion.” (Handbook of Procedures for the Diploma Program, IBO, 2013, p. 74).

References and Resources

Handbook of Procedures for the Diploma Program, IBO, 2013.

IBO General Regulations: Diploma Program, IBO, 2011

IBO Academic Honesty, IBO, 2009

Assessment Policy, Vanguard High School, Marion County Public Schools, March 2014.

Suncoast Community High School Academic Honesty Policy, Palm Beach County Public Schools, 2012.

South Fork High School Academic Honesty Policy, Martin County Public Schools, 2013.