

Florence 1 School International Baccalaureate Academic Honesty Policy

(adapted)

Students in our IB programs in Florence 1 are expected to maintain honesty and integrity in their daily assignments as well as on exams, essays, presentations, etc throughout their grades. Any form of malpractice, plagiarism, collusion, or unauthorized collaboration are taken seriously and follow this written procedure.

“As stated in the in the IB learner profile, all members of the IB community must strive to be “principled”, acting with “integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere” (*Developing an Academic Honesty Policy*). From this, all Florence 1 IB students should strive to be principled, meaning they behave and strive to be self-sufficient, honest, and reputable life long learners.

Preventive measures: The school has an annual license to use the anti-plagiarism software, Turnitin. Teachers use this detection software at their discretion. All submitted work to IB including but not limited to: personal projects for MYP, IAs, Extended Essays, TOK Essays, et al **must** be submitted to Turn It In before uploading to IB to ensure authenticity.

Academic Honesty Pledge: Students at the beginning of the school year sign an academic honesty pledge that outlines their **principled** expectations and consequences for their work.

Conventions: Appropriate conventions for the corresponding course citation requirements are expected. MLA, APA, Chicago, et al are expected to be demonstrated on a regular basis where appropriate.

Plagiarism:

Plagiarism is simply defined as using any work that is not the student's own. It can be from classmates, outside sources, the internet, apps, or any other work that is not explicitly written by the student.

Collusion:

- Using another student's work by copying homework or classwork
- Asking another student to supply an answer on an assignment or evaluation
- Receiving assistance in writing or editing an assignment from classmates, tutors, or family members
- Giving assistance to another student in writing or editing an assignment
- Providing or receiving assistance or answers beyond what an instructor authorizes

The International Baccalaureate Programme does recognize a difference between collusion and collaboration. There are legitimate instances in which a teacher may suggest or require collaboration between students on an assignment. Students who are unsure if collaboration is permitted on an

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assignment should check with their teacher before beginning the assignment. Collusion, on the other hand, is unacceptable and not permitted.

Malpractice:

- Using unauthorized notes or information, in any format
- Acquiring advance copies of tests or copies of answer keys
- Copying answers from someone else's test
- Asking for or providing answers on an assignment
- Texting assignments or data

Other forms of academic misconduct:

Falsification or inventing fictitious data for an assignment

Taking unauthorized material into an examination room

Failing to comply with the instructors responsible for the conduct of the examination

Theft of examination papers

Disclosure or discussion of the content of the examination paper with a person outside of the immediate school community within 24 hours of the examination

Use of essay-writing services (ghost-written or purchased essays)

Offering assistance in writing essays or other assessment material

Penalties for Malpractice

First instance of malpractice – The guidelines published in the school handbook will be followed. A “O” will entered, parents will be contacted, and administration will be notified.

Second instance of malpractice – The teacher or staff member will notify the parents, administration, and the IB Coordinator. An examination of the evidence by the administration and the IB Coordinator will determine if the charge of malpractice is warranted. Possible penalties include the following:

(A) Academic probation for the remainder of the school term. If less than one quarter remains in the school year, then the probation will also include the first term of the next school year. The student will receive a zero on the assignment in which malpractice was proven.

(B) Removal from the International Baccalaureate Program.

Appeals may be made to the designee of the Superintendent of Education.

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For Diploma Programme Students ONLY

Assessments Submitted to the International Baccalaureate Organization

Internal Assessments (IA)

External Assessments (IB Exams)

International Baccalaureate students are to be evaluated on their own authentic work and intellectual ideas. In this regard, the International Organization includes in the Diploma Programme Assessment Procedures that

“ . . . candidates are expected to present assessments in their own words and acknowledge the words or ideas of others where collaboration has occurred. While group working is a key element in certain subjects, for example, sciences, collusion occurs when this goes beyond collaboration, for example, when a single version of a report is presented by a number of candidates as their own individual work” (51-52).

Students who do not submit their own work are considered to be in violation of academic misconduct “whether deliberate or inadvertent that results in, or may result in, the candidate or other candidate gaining an unfair advantage in one or more components of assessment. Behavior that may disadvantage another candidate is also regarded as academic misconduct. Per Article 20 of the General Regulations: Diploma Programme, Academic misconduct is a breach of these regulations and includes but is not restricted to

- a. plagiarism--this is defined as the representation, intentionally or unintentionally, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgement
- b. collusion--this is defined as supporting academic misconduct by another candidate, for example, allowing one's work to be copied or submitted for assessment by another
- c. duplication of work--this is defined as the presentation of the same work for different assessment components and/or DP core requirements
- d. misconduct during an IB examination (for example, taking unauthorized material into an examination, behavior that disrupts the examination or distracts other candidates, or communicating with another candidate)
- e. unethical behavior such as the inclusion of inappropriate material in any assessment materials or the breach of ethical guidelines when conducting research
- f. any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, falsifying a CAS record, disclosure of information to an receipt)

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of information from candidates about the content of an examination paper within 24 hours after a written examination via any form of communication/media).

In the instances listed above, “If questions arise about the authenticity of a candidate’s work before submission for assessment, the situation must be resolved within the school.” (See previous page.) If possible academic misconduct (for example, plagiarism or collusion) is identified after a candidate’s work has been submitted to the IB for assessment, the school’s Coordinator must inform the IB as soon as possible, and the IB will investigate the possible academic misconduct.

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I, _____, do hereby resolve to uphold the Academic Honesty Policy of the International Baccalaureate (IB) Programme. I shall refrain from all forms of academic dishonesty, and I am aware of the consequences listed in the policy. As a member of the IB community, I will not give or receive any type of help on any assignment or examination that will give me an unfair advantage over another student and will report to the teacher, IB director, or coordinator any knowledge that I may have about a student who has violated the Academic Honesty Policy

Violation of the Academic Honesty Policy will be addressed through the Florence School District One's Code of Conduct. Administrator, parents, the coordinator, and director will be notified of all violations of the Academic Honesty Policy

Student's Name _____ Date _____

Student's Signature _____

Parent's Signature _____ Date _____

Return this signed form during registration with your summer work. Contact your coordinator if you have any questions or concerns.