

Kyrene Middle School Academic Honesty Policy



Kyrene Middle School

International Baccalaureate World School
Middle Years Programme

Academic Honesty Policy

Programme standards and practices

Purpose (0101):

The school community fosters internationally minded people who embody all attributes of the IB Learner Profile (0101-03)

Culture through policy implementation (0301):

The school implements and reviews an academic integrity policy that creates cultures of ethical academic practice (0301-03)

3.1: The school implements and reviews an academic integrity policy that makes the school's philosophy clear and is aligned with IB guidelines

3.2: The school clearly describes in its academic integrity policy the rights and responsibilities of all members of the school community, what constitutes good practice and misconduct, and the actions that are to be taken if there are transgressions

3.3: The school articulates responsibilities for teaching a variety of practices related to academic integrity, and reflects its five fundamentals: honesty, trust, fairness, respect, and responsibility

3.4: The school ensures that relevant support materials, resources, and structures related to the academic integrity policy are implemented

3.5: The school monitors and evaluates the impact of the academic integrity policy to ensure that it regularly informs learning and teaching across the curriculum and that the school's procedures are transparent, fair, and consistent.

The school implements, communicates and regularly reviews its IB mandated policies to ensure they are cohesive and reflect IB philosophy (0301-06)

Students as Lifelong Learners (0402):

Students grow in their ability to make informed, reasoned, ethical judgements (0402-04)

4.1: Students and teachers comply with IB academic integrity guidelines

4.2: Students and teachers acknowledge the intellectual property of others when producing work

4.3: The school provides support and guidance for students on acknowledging the work of others, including guidance on citation and referencing

4.4: Teachers discuss with students the significance and importance of producing authentic and original work.

Definition

Honest behavior is an expectation for all students in the Kyrene School District. The purpose of this policy is to create and maintain an ethical atmosphere. The Kyrene District hopes to encourage a desire in our students to contribute positively to our learning community, to become information literate, and to practice ethical behaviors in regards to information and information technology. All students are expected to exercise good faith in the submission of research-based work and to document accurately regardless of how the information is used or regardless of the format used. Plagiarism, in any form, is unethical and unacceptable (Kyrene Family Handbook, 2017).

According to the IB, academic honesty is seen as, “a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment” (IB, 2020).

Objectives of the Academic Honesty Policy

Define roles and responsibilities for the Principal, staff, students, and parents in preventing dishonesty in academia.

Provide parameters to prevent violations (malpractice) of the policy

Explain consequences determined by the district and the school to students found guilty of malpractice

Examples of Academic Malpractice

Academic malpractice is, “behavior that results in, or may result in, the student gaining unfair advantage in one or more assessment components” (IB, 2020).

Plagiarism - presenting someone else’s ideas or work as his/her own. This also applies to work other than text. It is important that students know the correct way to use parts of another’s piece of work in their assignments so as to not intentionally or unintentionally plagiarize.

Examples:

- Any work that is not his/her original work and is not cited and referenced appropriately, including ChatGPT.
- Handing in work that is not his/her own
- Failing to identify sources of portions of nonverbal work (painting, dance move, photos, musical piece) that he/she has taken for use in their piece
- Using translators for language wherein he/she has not had permission.

Collusion - When one student allows individual work to be copied by another student or any form of promoting malpractice by another student.

Examples:

- Allowing his/her work to be copied and/or turned in by another
- Sharing content and questions of an assessment with others
- Doing homework for another student, or sharing homework with students who take the class in the future
- “Doing all the work” or not doing his/her fair share in a collaborative group

Duplication of work - When the same assignment is turned in more than once for different classes or years. All work needs to be newly created at the time assigned.

Unfair advantage - Any behavior that gives unfair advantage to the student or affects the results of another student.

Examples:

- Impersonating another
- Bogus citations
- Sharing passwords or hacking
- Sharing information about assessments
- Using unauthorized material (cheat sheets, cell phones, communicating during a quiz/test...)

Other forms of malpractice -

- Altering corrections or scores with the intent of a grade change
- Misrepresenting themselves by saying that the work was turned in when it was not (including online assignments like Mathia)
- Missing a class so as not to have to turn in an assignment

How Kyrene Middle School encourages academic honesty

Our school community upholds the district’s values of: being ethical, having integrity, showing respect, and taking responsibility for one’s own actions. KMS staff seeks to develop a positive school culture where we focus on the learner profile attributes and where best practices of academic honesty will be taught, modeled, and expected.

Implementing this academic honesty policy is a collaborative effort between staff, students, and parents. Each member of the school community, though, does have specific roles and responsibilities.

Principal/MYP Coordinator

- Create the academic honesty policy, review, and have adopted by IB Implementation Team

- Communicate with the staff and students what academic honesty and malpractice mean and make students aware of the consequences should they be found guilty of malpractice
- Help set standards with teachers on how students should be citing sources for verbal (text) and non-verbal assignments
- Investigate any reports of malpractice
- Ensure that the academic policy is consistently followed

Teachers

- Implement the school's academic honesty policy
- Years 1 through 3 will use a consistent citation convention (MLA, APA, Chicago) for written and non-written pieces of work.
- Model academic honesty in all presentations of lessons, example work, etc.
- Report students and document malpractice with a referral to their administrator
- If students are found of malpractice, notify parents of the malpractice
- If there are instances of malpractice, have the students reflect on their part in the offense
- Explicitly teach students what acceptable academic behaviors are and are not, ie. what is acceptable collaboration and when does it become collusion.
- Give students enough time to complete work so as to lessen the temptation of malpractice

Students

- Review work before turning it in to see that all evidence is cited and referenced
- Take responsibility for turning in authentic work
- Use the school's chosen citation convention (MLA, APA, or Chicago) for all work written and non-written
- Ask for help and clarification when needed
- Report instances of malpractice to teacher or administrator
- Allow enough time to complete work so as not to feel tempted into malpractice
- Understand that when you put your name on a piece, you are claiming it is your authentic work
- If you have an instance of malpractice whether or not it was intended, complete the reflection process with your teacher

Parents

- Encourage your children to practice academic honesty
- Encourage your children to promote a culture of academic honesty at school.
- Help your children to understand the importance of academic honesty

Preventing Malpractice

Preventing malpractice not just consequating malpractice is the proactive approach Kyrene Middle School will take to academic honesty. This will be done by promoting good practice and setting consistent protocols across campus.

Teachers will come to consensus on the citation convention to be used and provide students with explicit teaching of that convention. Teachers will practice varied research and study skills with the students, motivate students to develop their own ideas through comparison, hypothesizing, problem resolution, and analyzing. Through Kagan structures, students will have the opportunities for collaboration, discussion, and inquiry.

Repercussions

There may still be instances of malpractice. If that happens, students will be given an email to the IB Coordinator. Parents will be notified and a student conference will occur with each instance. The progression will be:

- Warning offense - Teachable moment. Teacher discretion on credit.
 - 1st offense - loss of academic credit with the option of redoing for ½ credit, In addition, student will write a report on their type of malpractice explaining what it is.
 - 2nd offense - loss of academic credit, a review of the types of malpractice with a report on why malpractice of the Academic Honesty Policy is detrimental
 - 3rd offense - loss of academic credit, one week of lunch detention
 - 4th offense - loss of academic credit, 1 day ISI
 - All subsequent occurrences will result in off campus suspension

Reviewed by
IB Implementation Team
School Administrators

Approved on 09/11/2018, 01/21/2020, 1/14/2021, 04/12/2023

Next Review March 2024

References

IB Coordinator Support Materials, 2014
Academic Honesty Policy for Bloomfield Hills Middle School. Bloomfield Hills Public Schools.