MYP Academic Honesty Policy

Standard Culture 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. (0301-03-0300)

We define academic honesty as the possession of integrity, pride, and authenticity of assessments. To achieve this, we focus on educating students through the Learner Profile, particularly disciplined reference. To embody the characteristics of the Learner Profile is to promote academic honesty. Using an inquiry approach promotes authenticity in the development of student work.

Definition

The Academic Honesty Policy is clearly defined to express the expectations of completion and submission of authentic work. This published document will provide staff, students, parents, counselors, and administrators with a clear delineation of any breach or misconduct define, the roles of each participant to aid in preventing any breach or misconduct and encourage principled behavior to safeguard the school academic environment.

Academic honesty requires ownership of the personal responsibility for producing student work, appropriate credit of other's work, and maintain integrity and trust in our school academic environments. The intellectual property of others, including literature, art, music, and written expression, is to be respected and used within the law's boundaries.

The IB (International Baccalaureate) organization defines academic misconduct as behavior (whether deliberate or inadvertent) that results in or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment.

Plagiarism: this is defined as the representation, intentionally or unwittingly, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgment. Authentic authorship is expressly the thoughts and ideas of the candidate.

Collusion is a form of cheating which occurs when people work together in a deceitful way to develop a submission for an assessment which has been restricted to individual effort.

Any action taken with the intention of obtaining credit for work which is not one's own is considered academic dishonesty. The action may include, but not limited to, the following:

- Submitting another student's work as one's own work.
- Obtaining or accepting a copy of tests or scoring devices.
- Giving or obtaining test questions or answers from a member of another class.
- Copying from another student's test or computer file or allowing another student to copy during a test or computer program.
- Using materials which are not permitted during a test.
- Presenting as one's own material copied without adequate documentation from a published source.
- Copying or having someone other than the student prepares the student's homework, paper, project, laboratory report, computer program or take-home test for which credit is given.
- Permitting another student to copy or write another student's homework, project, report, paper, and computer program or take-home test.
- Taking credit in group work where work was not completed by the individual
- Accessing restricted computer files without teacher authorization.
- Copying materials including computer software, in violation of the copyright law.

The school's academic honesty policy is implemented through relevant ATL (Approaches to Learning) skill development and incorporation of the expectations within the Learner Profile within all subject group classes and social situations.

All staff are expected to
- Be role models in honesty for students.
- Provide guidance regarding studying, writing an academic document, inquiring, and citing sources so that students gain a clear idea of the purpose of correct citation and referencing in a variety of disciplines.
- Promote a classroom environment that encourages academic honesty and critical thinking.
- Enforce the consequences when a student violates the policy

Roles and Responsibility in Supporting Academic Honesty

Faculty:

- Communicate and clarifies actions resulting in breach or misconduct prior to each assignment.
- Provide instructions on citation i.e., when to, how to.
- Demonstrate and model academic honesty in presentations, etc.
- Report and record academic dishonesty.
- Use practice of the Diploma Program and ask students to use their signature to indicate authenticity of work.
- Minimize the ability to breach or misconduct the academic honesty policy by developing authentic assessments.
- Communicate with students, parents, counselors, administrators, with concerns and academic dishonesty occurrences.
- Involve students in reflection/discussion in the instance of breach or misconduct via conference with teacher, counselor, and administration.

Students:

- Confirm understanding of academic honesty with signature on District Code of Conduct form annually.
- Report persons in breach or misconduct to a school employee.
- Work to earnestly produce authentic work
- Take responsibility for the name on assignment verifying it as your own work and use citations where appropriate.
- When in doubt, ask.

Administration:

- Support academic honesty policy and investigate all counselor/teacher reports of breach or misconduct.
- Ensure that all staff, students, and parents understand definitions, responsibilities, and consequences.
- Ensure the academic honesty policy is enforced consistently.
- Provide staff development and guidance on academic writing and referencing systems available.
- Maintain an account with plagiarism detection service (Turnitin.com).
- Make parent and student contact to conference about incidents of breach or misconduct

Parents, guardians, and/or outside support:

- Read/sign District Code of Conduct form.
- Encourage your child to practice academic honesty.
- Engage in your student's process for completing assignments.
- Attending conferences concerning any breach or misconduct if necessary.

Consequences

Academic breach or misconduct will result in a conference with the student and parents and include a counselor and administrator. *Consequence*: The instructor has the right to require a redo of the work or offer a different assignment. Consequences may also follow the school guidelines for disciplinary action. Information regarding violations of academic honesty will become part of the student's discipline file. The academic policy remains aligned to the IB academic integrity policy. Use of inquiry and project-based assessments with appropriate formative assessments are used to deter academic dishonesty. The coordinator has instituted the software Turnitin.com to combat plagiarism of writing assignments.

Communication Plan

This academic honesty policy is published on the school website, discussed at the start of school for each grade level, and published in student planners where appropriate.

This handout provides an example of a Works Cited page in MLA 9th Edition.

Works Cited

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Morrison, Toni. "Recitatif." *Norton Anthology of American Literature: 1865 to the Present,* edited by Robert S. Levine, shorter 9th ed., W. W. Norton, 2017, pp. 1429-42

Whitman, Walt. "I Hear America Singing." *Poetry Foundation*, 2019, www.poetryfoundation.org/poems/46480/i-hear-america-singing.

Review of the Academic Honesty Policy:

This will be reviewed and updated annually by Hopkins Middle and Lower Richland School community.

Revised, March 2023 by:

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