

Riverdale High School Academic Integrity Policy

At Riverdale High School, a key component of our mission is to empower students to “work fervently toward academic success.” Academic integrity is essential to achieving that goal. In a skill-based, inquiry driven, conceptual learning environment, students must have access to a wide variety of texts, from books to academic journals to internet sources. Therefore, we promote the principles of academic integrity by teaching and assessing students on the concept of plagiarism, research skills, and proper citation. This policy, informed by standards of the International Baccalaureate (International Baccalaureate Organization, *Programme standards and practices*, Culture 3, rev. April 2022), applies to every Riverdale High School student, administrator, teacher, librarian, and parent.

It is the policy of Riverdale High School that:

- All students understand the basic meaning and significance of academic honesty.
- All work produced by students is their own.
- All such authentic work has the ideas and words of others fully acknowledged.
- Students understand the difference between collaboration and collusion, and that it is unacceptable to present work arrived at through a process of collusion.
- This policy refers to all assignments set and completed in school or at home, ranging from basic pieces of homework to formal assessments required by the IB.

The aim of this policy is to:

- Promote good academic practice and a school culture that actively encourages academic integrity.
- Enable students to understand what constitutes academic integrity and academic misconduct.
- Encourage students to look to their teachers for support when completing assessed work in order to prevent any possible form of misconduct.
- Ensure that students understand the importance of acknowledging accurately and honestly all ideas and work of others.
- Explain to students that they have an important role in ensuring that their work is ‘academically honest’.
- Impart to students that plagiarism (and all forms of academic misconduct) is a serious academic offense for which Riverdale High School shows no tolerance.
- Explain to students precisely what penalties will be imposed should they be found guilty of misconduct.

DEFINING ACADEMIC INTEGRITY

Academic integrity refers to:

- The full acknowledgement of the original authorship and ownership of creative material.
- The production of 'authentic' pieces of work.
- The protection of all forms of intellectual property – which include forms of intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyright.

AUTHENTICITY OF WORK

According to the IB, “Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work.” (“Academic integrity” 2019).

Students are expected to produce authentic pieces of work in all subjects at all times using proper referencing procedures. All data (particularly in the sciences) must not be fabricated or manipulated falsely.

INTELLECTUAL PROPERTY

There are different forms of intellectual property rights, such as patents, registered designs, trademarks, and copyrights. All forms of intellectual and creative expression must be respected and are protected by law.

PROPER CONDUCT DURING TESTING

Students will be made aware of the proper conduct expectation prior to their scheduled examinations.

ACADEMIC INTEGRITY AND MISCONDUCT

What is academic misconduct?

Academic misconduct is defined 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 their work.

We expect staff and students to demonstrate high standards of academic integrity. Academic integrity is defined as respect for the ideas of others and work through proper acknowledgement and referencing. The practice of academic misconduct can manifest itself in several forms. The following information comes from the IB Academic Integrity document. IB defines malpractice as behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.

Academic misconduct may include:

- Plagiarism: the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear, and explicit referencing.
- Collusion: Supporting academic misconduct by another candidate – allowing one's work to be copied or submitted for assessment by another.
- Duplication of work: The presentation of the same work for different classes.

Academic misconduct may also include but are not restricted to:

- Making up data for an assignment.
- Using artificial intelligence (AI) tools to complete all or part of an assignment.
- Using unauthorized material in an examination room, including a mobile phone, an electronic device, wearable technology, smart watches or other forms of smart technology, own rough paper, notes, etc.
- Misbehaving during an assessment or standardized test (LEAP, WorkKeys, ACT, etc.) including any attempt to disrupt the examination or distract another candidate.
- Copying the work of another candidate.
- Referring to or attempting to refer to, unauthorized material that is related to the examination.
- Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of an examination.
- Impersonating another candidate.
- Including offensive material in a script.
- Stealing examination papers.
- Using an unauthorized calculator during an examination.

- Concealing and/or using unauthorized software on a graphic calculator, particularly, but not only, during examinations.

COLLABORATION AND COLLUSION

Students must clearly understand the difference between collaboration and collusion. Collaboration involves working together with other students to achieve an academic goal. Collusion is a form of plagiarism which can result from improper collaboration during group work. According to the IB, "...there are occasions when collaboration with other candidates is permitted or even actively encouraged, for example, in the requirements for some internal assessments. Nevertheless, the final work must be produced independently, despite the fact that it may be based on the same or similar data as other candidates in the group. This means that the abstract, introduction, content and conclusion/summary of a piece of work must be written in each candidate's own words and cannot therefore be the same as another candidate" (Academic Honesty, 2011). Copying someone else's work is collusion. Allowing another to copy your work is collusion. Even if you have 'collaborated' with another student, the work you present must be your own. Collusion is academic misconduct and will be penalized.

Riverdale High School recommends that students keep all rough drafts, notes, and any other documents they produce in preparing work if the need arises for them to defend themselves against a charge of malpractice.

CITING AND ACKNOWLEDGING ORIGINAL AUTHORSHIP

Plagiarism

Plagiarism is passing off someone else's work, writing, thoughts, visuals, graphics, music and ideas as your own, inadvertently or intentionally. Plagiarized work is work which fails to acknowledge the sources which it uses or upon which it is based. Plagiarism is a clear breach of academic honesty.

ACKNOWLEDGING SOURCES

How can I make sure that I am not plagiarizing material?

The simplest method of avoiding plagiarism is to honestly, accurately and clearly acknowledge, by references in the body of your work, and/or in a bibliography at the end, each and every piece of material you used in the production of your work. All ideas and work of other persons, regardless of their source, must be acknowledged.

Information located via email messages, web sites on the internet, social networks and any other electronic media must be treated in the same way as information found in books and journals. The sources of all photographs, maps, illustrations, computer programmes, data, graphs, audio-visual and similar material must be acknowledged. Passages that are quoted verbatim must be enclosed within quotation marks and references provided. All works of art, film, dance, music, theater arts or visual arts must have their source/origin acknowledged. Always use Turnitin.com in accordance with the school's regulations. Material cannot be paraphrased without acknowledging the source.

Riverdale High School requires the use of the MLA system when acknowledging sources, unless teachers and supervisors request the use of a citation system appropriate to their particular subject discipline.

There is however a clear expectation that all information will be fully and correctly referenced in a consistent manner.

THE USE OF TURNITIN.COM IN IB COURSES

Students are required to submit the final version of most internally and externally assessed work through Turnitin.com before it is submitted to the IB. It is possible that the school may refuse to submit student work to the IB on the basis of a Turnitin.com search outcome, or if a student refuses to submit the work through Turnitin.com. Subject teachers may, in addition, request that drafts of assignments be submitted through Turnitin.com.

Students should note that the IB also randomly submits work through Turnitin.com, thus creating an even larger database through which student work can be compared.

Rights and Responsibilities of the School Community

THE ROLE OF THE LIBRARIANS

The librarian is a useful resource for all students and teachers. They are experts in the area of academic integrity, and can provide ethical guidance alongside information on the most appropriate citation system to use in each assignment. They are also responsible for our Turnitin.com subscription and will provide teaching staff with individual log-in information.

STUDENT RESPONSIBILITIES

As students, your responsibilities in respect of academic integrity include the following:

- Review the Academic Integrity Policy regularly.
- Ensure that all work submitted for assessment is authentically yours.
- Fully and correctly acknowledge and cite the work and ideas of others. Cite your sources using the MLA referencing guidelines in all written assessments.
- Review your own work before submission for assessment to identify any passages, computer programs, data, photographs and/or other material which requires acknowledgement.
- Students may be required to submit your work using Turnitin.com. Failing or refusing to do this could result in an accusation of plagiarism, and/or a refusal to accept your work.
- Comply with all internal school deadlines. This is for your own benefit and may allow time for revising work that is of doubtful authorship or improperly cited.
- If academic misconduct is suspected, it is the student's responsibility to prove that all pieces of work are their own and have not been plagiarized.

TEACHER RESPONSIBILITIES

Teachers are responsible as follows:

- To be vigilant in looking for obvious changes in a candidate's style of writing, for work which is too mature, too error-free or more characteristic of an experienced academic than a secondary school student.
- Subject teachers are in the best position to identify work which may not be the authentic work of the student.
- All teachers are strongly encouraged to use Turnitin.com to check major assessments.
- Any issues of authenticity arising from concerns about plagiarism and/or collusion before the submission of work for assessment must be decided within the school, initially by the subject teacher, and then in discussion with the IB DP Coordinator.

Additional responsibilities for IB Teachers:

- Turnitin.com must be used for final versions of the Extended Essay, the ToK essay, and all final IAs.
- If the teacher has reason to suspect that part or the whole of a candidate's work, which counts towards the final IB Diploma grade in that subject, may not be

authentic, that work must not be accepted or submitted for assessment. In such cases, the IB suggest that one of two possible courses of action may be adopted:

- The candidate can be allowed one opportunity to revise and resubmit the work, which must be completed on time for the teacher to submit the work to the examiner by the appropriate IB deadline.
- If there is insufficient time, an F must be entered against the candidate's name on the appropriate mark sheet. This will result in no grade being awarded for the subject concerned. This will mean that no IB Diploma or course credit is awarded.

PARENT/GUARDIAN RESPONSIBILITIES

- Encourage your student to plan each assignment so that they can meet deadlines with ease.
- Provide a quiet place for their students to work on school assessments.
- Provide support with the scheduling of their work, as your student may have many assignments to complete. Most students state that the reason they did not act honestly is related to a lack of time.
- Let your student do their own work, but show them how to research and plan.
- Establish a good level of communication with the school so that you understand requirements and what is expected.
- If your student is having difficulty with their work, encourage them to ask their teacher for advice.

Consequences for Academic Misconduct

Riverdale High School students will face consequences for academic misconduct on major school assessments, standardized tests (LEAP WorkKeys, ACT, etc) and IB DP assessments. The severity of the consequence increases with each academic transgression:

1st Violation

Steps:

1. Teacher gathers evidence and has a conversation with the student.
2. Failing grade on the assessment (entered as 50 in grade book).
3. Opportunity for grade recovery per Jefferson Parish Public School Guidelines (student can retake the assessment and earn up to a 75C).
4. Parent notification (letter/email with response requested) by teacher with the IB Coordinator copied.
5. Major referral written by teacher.

6. Conversation with Student Services.

2nd Violation

Steps:

1. Teacher gathers evidence and has a conversation with the student.
2. Failing grade on the assessment (entered as 50 in grade book).
3. Opportunity to redo assessment for feedback only.
4. Parent notification (letter/email with response requested) by teacher with the IB Coordinator copied.
5. Major referral written by teacher.
6. One day of in-school suspension.

3rd Violation

Steps:

1. Teacher gathers evidence and has a conversation with the student.
2. Failing grade on the assessment (entered as 50 in grade book).
3. No opportunity to redo the assessment.
4. Teacher gathers evidence and has a conversation with the student.
5. Major referral written by teacher.
6. Two days of in-school suspension.
7. If the infraction is in an IB course, additional student/parent meeting with IB Coordinator and Assistant Principal, Curriculum.

4th Violation

Steps:

1. Teacher gathers evidence and has a conversation with the student.
2. No opportunity to redo the assessment.
3. Parent notification (letter/email with response requested) by the the Assistant Principal, Curriculum.
4. Major referral written by teacher.
5. Out-of-school suspension.
6. Additional Parent/Student meeting with the IB Coordinator and the Assistant Principal, Curriculum

IB/HONORS JUNIORS AND SENIORS ONLY

- Removal of honors credit for the classes where infractions occurred
- Student will not be recognized as an IB student at graduation

Further violations will be dealt with at the discretion of the principal.

FOR IB STUDENTS: CONSEQUENCES OF ACADEMIC MISCONDUCT (SANCTIONS) ON EXTERNALLY ASSESSED IB COMPONENTS

- If the academic malpractice is deemed to be minimal, zero marks will be awarded for the assessment component, but a grade will still be awarded for the subject. This is referred to as 'Academic Infringement'
- If a candidate is found to have plagiarized all or part of any assignment, from homework to a major assessment, then no grade will be awarded for the subject. This automatically means that no Diploma can be awarded.
- Misconduct during an examination will result in no grade being awarded for the specific subject involved – which means no Diploma can be awarded.
- If a candidate falsifies a CAS record, no Diploma will be issued until 12 months after the examination session has passed. The CAS record will need to be correctly completed.
- If the case of academic misconduct is very serious, the candidate may not be allowed to re-register for examinations in any future session
- An IB Diploma may be withdrawn from a candidate at any time if malpractice is subsequently established

*NOTE: Some IB assessments can only be done once. If malpractice is found after an investigation on such assessments, the work will not be submitted to the IB. As a result, a course grade will not be awarded by the IB.

OTHER HIGH STAKES TESTING (LEAP, ACT, CLEP, WorkKeys, etc.)

The test will be voided and the policies of the testing company will be followed. Student will receive the in-school consequences as outlined above.

Investigating Academic Misconduct

Investigations take place when:

- A teacher suspects that academic misconduct may have taken place during an examination.
- An examiner suspects misconduct and provides evidence to justify his or her suspicion.
- A member of staff identifies examination material that may or may not be the authentic work of a candidate and provides evidence to justify his or her suspicion.

An investigation of misconduct detected by an IB examiner outside the school may take the following form:

- The head of examinations administration will inform the coordinator that a candidate is being investigated for suspected academic misconduct.
- The coordinator immediately informs the Principal that a candidate is being investigated.
- The coordinator will provide the IB with a statement from the candidate.
- A statement from the subject teacher or extended essay supervisor.
- A statement from the coordinator.
- A summary of the interview with the candidate about the allegation of misconduct.
- The investigation should take place immediately, although it can be delayed until after the last written examination taken by the candidate.
- The candidate's parents should be informed, but this decision will be taken by the principal and will depend on the age of the candidate. (The parents of a candidate who is under 18 will always be informed).
- The planning and conduct of the investigation are left to the discretion of the coordinator, but the candidate's personal rights must be protected.
- Those who will investigate external allegations include the Principal, the IB DP Coordinator, and the subject teacher.
- It is normal practice to interview the candidate with a guardian in attendance.
- The candidate must be shown the evidence and be invited to present an explanation or defense.
- With the candidate's permission, a transcript of the interview may be taken and submitted to IBA. The candidate must also be given the opportunity to provide a written statement.
- The candidate and their parents have a right to see evidence, statements, reports and correspondence about the case. Evidence may be withheld to protect the identity of an informant.
- The candidate must be given sufficient time to prepare a response to the allegation.

An investigation of misconduct which happens during an IB Diploma exam may take the following form:

- The candidate would be allowed to complete the exam. As little disruption as possible should take place.
- The coordinator would be immediately informed by the invigilator of their suspicions.

- The coordinator would begin an investigation immediately after the exam ends. This would include interviewing the candidate, and taking written statements from everyone involved, including the candidate, and the invigilator.
- The Principal would be informed as soon as possible.
- The candidate's parents/guardians would be contacted.
- Full written statements would be submitted to the relevant section of the IB, and these should be shared with the candidate and their parents.
- The candidate must be allowed to complete all other exams in that Diploma session.
- The IB would make the final decision as to whether or not there should be consequences.

An investigation of suspected or proven misconduct relating to IB internal assessments may take the following form:

- The candidate is told by the teacher and the Coordinator that there are doubts about the authorship of their work
- If the candidate continues to insist that the work is their own, the subject teacher should be asked to provide a statement explaining why he/she believes that this cannot be the case.
- The candidate, their parents, the subject teacher, the Assistant Principal, Curriculum and the IB DP Coordinator should hold a meeting to discuss the situation fully. A record of the meeting should be kept.
- The candidate will be asked to provide evidence that the work is their own – corrected drafts, work of a similar style or standard completed earlier in the subject, or a brief test on the candidate's knowledge of the work – and the subject.
- The subject teacher's decision will be final, and the candidate must be aware that the school can submitted a coded grade indicative of its belief that the work is not the candidate's own when entering grades on the IB system, that this will not be questioned or investigated by the IB, and that this will result in failure of the component, subject and Diploma.
- The school may choose to withdraw the student from their exam registration in the particular component, subject or the Diploma as a whole.

WHY DO WE NEED ACADEMIC INTEGRITY?

The key educational reasons to take such a strong line on academic integrity are:

To maintain fairness. Assessments can only be fair if all students are provided with an equal opportunity; and to be valid, they need to provide an accurate reflection of a student's achievement. Any act that undermines this fairness by students engaging in academic misconduct will create a disadvantage for those who have complied with the rules.

To maintain trust and credibility. Trust in academic qualifications is fundamental. When a student contravenes the principle of academic integrity, that trust pact is broken with the school as an awarding body accountable for the validity of the assessment process.

To develop respect for others. Students that understand how knowledge is built will understand that it is acceptable to use the ideas, words or work of others. However, following good academic practice it is expected that information is appropriately acknowledged.

(adapted from: International Baccalaureate Organization, "Why do we need academic integrity?", *Academic integrity*, 2019).

Statement from the IB about ChatGPT and artificial intelligence in assessment and education

Latest developments in artificial intelligence (AI) software that can write sophisticated essay responses have generated a great deal of interest and discussion. The IB will not ban the use of AI software. The simplest reason is that it is an ineffective way to deal with innovation. However, the use of AI tools should be in line with the IB's academic integrity policy. We expect all our schools to discuss the various types of academic transgressions with their students.

The IB believes that artificial intelligence (AI) technology will become part of our everyday lives—like spell checkers, translation software and calculators. We, therefore, need to adapt and transform our educational programmes and assessment practices so that students can use these new AI tools ethically and effectively. The IB is not going to ban the use of such software but will work with schools to help them support their students on how to use these tools ethically in line with our principles of academic integrity.

Students should be aware that the IB does not regard any work produced—even only in part—by such tools, to be their own. Therefore, as with any quote or material from another source, it must be clear that AI-generated text, image or graph included in a

piece of work, has been copied from such software. The software must be credited in the body of the text and appropriately referenced in the bibliography.

This policy was most recently reviewed with all staff: Cluster, September 21, 2023.