

**Desert Mountain High School
IB Diploma Program
Academic Honesty Policy 2024**

Mission Statement: Desert Mountain High School provides diverse educational opportunities that foster academic, social and emotional growth inspiring students to create their future in a global community.

Measures taken to provide education and support:

This policy reflects the IB learner profile, specifically principled students. Teachers intentionally teach and reflect on the learner profile.

Throughout the various DP classes and levels, teachers highlight what is and is not acceptable in regards to collaboration. When research is required, teachers review different elements of the research process and what is expected from them in regards to citing sources. The students are constantly retaught and reminded about the expectations for academic honesty. In the Extended Essay week long summer session, there is a specific day devoted to academic honesty and citing sources correctly.

Responsibilities:

Students will

1. not engage in any form of academic dishonesty at any time; including collusion, copying, plagiarism, or any other forms of cheating, including the use of AI.
2. learn and practice correct methods of citing sources and ask teachers for guidance when they are not sure.
3. ensure that all of the work they submit is their own.
4. inform a staff member when they are aware that another student or students have demonstrated academic dishonesty.
5. work collaboratively only in appropriate circumstances and when their teachers have explicitly stated so. Students are encouraged to form study groups, but they should always ask their teachers for clarification if they are unsure if they can work collaboratively.

Teachers will:

1. make students aware of what constitutes academic dishonesty in their respective classes and how it undermines the learning process.
2. make students aware of the consequences of academic dishonesty.
3. teach students how to cite properly. This is too often left to the English teachers, but teachers from all subject areas need to discuss academic dishonesty as it relates to their field of study. Some teachers may prefer to have students cite using the MLA format and have referred their students to the Purdue Online Writing Lab (OWL) website to help with examples of conventions for citing and acknowledging original ownership. This website can be found at:

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html. Other teachers may prefer to use APA formatting, which can also be found on the Purdue OWL website at:

https://owl.purdue.edu/owl/research_and_citation/apa6_style/apa_style_introduction.html

4. be vigilant about preventing and identifying malpractice at all grade levels and in all subjects.
5. create assignments and tests to minimize the opportunity for student dishonesty and malpractice. This includes requiring students to submit work to the plagiarism prevention website Turnitin.com.
6. read, understand, and comply with the IBO's "Academic Integrity" publication.

Desert Mountain High School will:

1. maintain fairness and consistency, following up when a teacher or another student brings academic dishonesty to them.
2. provide professional development for all teachers at the school about academic honesty, intellectual property and best use of technology in honest ways. There has been, and will continue to be, professional development on how to use the Turnitin.com anti-plagiarism program and the use of AI.
3. Encourage teachers to utilize Professional Learning Communities (PLCs). Through these PLCs, teachers help each other in constructing common assessments that minimize the opportunity for academic dishonesty.

Parents will:

1. speak to their children about the need to be honest and why it is important in the context of academics.
2. read the assignments their students are turning in to see the quality of work their student is creating.

Procedures for Reporting and Monitoring Cases of Malpractice:

Academic Dishonesty Chart

Offense	SUSD Definition	IB Definition	Examples
Academic Dishonesty-Cheating	Making use of something valuable by the use of deceit or fraud; to influence or lead by deceit, trick or artifice. Cheating on schoolwork is presenting the work of another as one's own.		1. Copying an examination, assignment or other schoolwork. 2. Taking papers (or any portions thereof) from other students, publications, or the internet 3. Viewing a video, reading a summary, or consulting study aids (Cliff Notes or

			equivalent, internet sources) of a book in place of reading the book 4. Falsifying grades.
Forgery	To falsely and fraudulently make or alter a document		1. Signing a name to a document that is not the name of the person signing.
Lying	To make an untrue statement with intent to deceive; to create a false or misleading impression.		1. Not telling the truth when an administrator asks a student a question.
Plagiarism	To steal and pass off the ideas or words of another as one's own. Plagiarism is a specific type of cheating. Plagiarism is the written representation of another's words, thoughts, or ideas as one's own. While it is expected that a student who is writing will use information from sources other than personal experience, appropriate acknowledgement of such sources is required.	The representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment	1. Using a direct quotation on an assignment without citing the source. 2. Paraphrasing the ideas, interpretation, or expressions of another without giving credit. 3. Failing to acknowledge or document sources.
Collusion		Supporting academic misconduct by another candidate	1. Working with others on projects and assignments that are meant to be done individually. 2. Allowing one's work to be copied or submitted for assessment by another.

The Duplication of Work		The presentation of the same work for different assessment components and/or DP core requirements	1. Turning in a history Internal Assessment and also making it a portion of the Extended Essay.
Misconduct During an IB Exam		Taking unauthorized material into an examination, behavior that disrupts the examination or distracts other candidates, or communicating with another candidate	1. Using cheat sheets or other forms of visual prompts including the use of electronic devices, calculators, cell phones, and/or text messages
Unethical Behavior		Unethical behavior	1. Including inappropriate material in any assessment materials 2. Breaching ethical guidelines when conducting research
Any other unfair advantage		Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate	1. Falsifying CAS records. 2. Disclosing information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination via any form of communication/media

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

“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. As with current practice, an essay which is predominantly quotes will not get many, if any, marks with an IB mark scheme.”

If a teacher has reason to believe that any of the above offenses has occurred, the following steps will be taken.

1. The teacher will investigate the suspected malpractice.
2. The teacher will communicate the outcome of his/her investigation to the DP coordinator.
3. If the teacher and DP coordinator are in agreement that malpractice has occurred, then the student will receive no credit for the assignment in question, and the student will receive a disciplinary referral to their grade level administrator. The teacher and the administrator will discuss appropriate consequences for the student.

Rights of the Student/Consequences:

According to the Scottsdale Unified School District's Code of Conduct, if a teacher suspects that a student has committed academic dishonesty, the student may receive any or all of the following consequences:

1. Student shall be isolated from other students.
2. Parents will be informed of incident and disciplinary procedures.
3. Student will not receive credit for plagiarized work; student may be required to do an alternate assignment.
4. Student may be removed from the aggrieved teacher's class with loss of credit.
5. In extreme and serious situations, the student may be suspended from school premises and activities for a period not to exceed nine days and/or pending conference with parents. The principal or designee will determine either or both actions. Before returning to school, the student is required to meet with the suspending administrator or designee and sign a Readmission Contract.

Consequences for academic malpractice range from the student earning a zero on the work involved to immediate dismissal from the IB Program, depending on the severity of the infraction. Also, depending on the severity of the infraction or if this is a first infraction, the student may receive a warning, which will not go into the student's permanent record. If the student has already received a warning, then the infraction will go into the student's permanent file.

Review Process:

Teachers and administrators are responsible for implementing the Academic Honesty policy. However, as needed teachers, administrators, students and parents can come together to evaluate and review the policy. Their responsibility will be to make sure the policy is up to date with the best practices in the teaching field and to make sure that the assessment policy is relevant and fair for all students. In regards to the DP program, the DP coordinator will discuss with new teachers in the program how our DP program implements this assessment policy. Also, veteran teachers in the different subject areas will assist new teachers and explain how this policy applies to their specific field. As with all IB policies, it is posted on the DMHS IB page for anyone to see. This policy was

reviewed by all IB DP teachers along with representatives of the IB Parents' Association during the 2023-24 school year.