Norcross IB Cluster
Academic Honesty Policy

Rationale

The Norcross IB Cluster is committed to the academic, social, and ethical development of each member of our learning community. "Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling, and taught skills."[1] All stakeholders have an obligation to promote the learner profile characteristic of being principled. According to the IB Learner Profile, people who are principled "act with integrity and honesty with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere."[2] The guidelines set forth in this policy promote the values of academic integrity among students, parents, faculty, and administration.

The policy:
- defines and provides example of types of academic misconduct (collusion vs. collaboration)
- provides examples of conventions used for citation
- outlines the consequence of participating in such endeavors
- is continually updated as students gain access to new digital web 2.0 platforms

Definitions

Academic Misconduct – plagiarism, collusion, and/or cheating or other academic infraction
Authentic Authorship – authorship arising from one's own ideas
Cheating - acting dishonestly or unfairly in order to gain an advantage
Collaboration – working together on a common aim with shared information that open and cooperative and does not allow for one's work to be copied for assessment purposes
Collusion – supporting malpractice by another candidate, as in allowing one's own work to be copied or submitted for assessment by another
Duplication of Work – the presentation of the same work for different assessment components and/or IB requirements
Intellectual Property – material that results from any original, creative thought that one has
Malpractice – includes any behavior that gains an unfair advantage for a candidate that affects the results of another candidate
Paraphrasing – the rewording of a text to give meaning
Plagiarism – the representation of the ideas or work of another person as the candidate's own
Summarizing – a concise restating of a body of work

Citation

As stated in MYP: From Principles to Practice, "the minimum information required…for identifying sources includes the name of the author, date of publication, title of source, and page numbers as applicable ."[3]

The Norcross IB Cluster Diploma Program (DP) classes will use one of the following standard formats of citation including, but not limited to, MLA, APA, and Gateway. All Middle Years Program (MYP) classes will utilize the MLA format.

Listed below are examples and website to assist with MLA's citation and formatting:
- Citation Machine http://citationmachines.net/
- Easy Bib http://www.easybib.com/
- Purdue English https://owl.english.purdue.edu/owl/section/2/
- Bibme http://www.bibme.rog/
- Scrible https://www.scrible.com/

Collaboration and Collusion
Legitimate collaboration is cooperative work involving both individual responsibilities and group accountability. Students must follow teacher guidelines regarding independent and group work.

Examples of unacceptable collusion include but are not limited to:
- Forging documents
- Taking an online assessment or assignment under another student's identity
- Obtaining test or quiz materials for an assessment without the instructor's knowledge
- Inappropriate use of graphing calculators, programmable watches, smart phones, wearable technology, digital web 2.0 technology, and other computer or electronic devices
- Sharing student work that should be individually/independently produced
- Discussing information about a quiz or test after taking the assessment with students who have not completed the assessment
- Obtaining/giving answers from/to another student during a test with or without the student's knowledge
- Failing to follow teacher guidelines regarding collaboration on assignments or projects

Consequences of Participating in Academic Misconduct
Per Gwinnett County Public School (GCPS) policy, consequences for academic misconduct will result in either an academic penalty OR disciplinary action but not both. Infractions of this policy will be handled on an individual basis including consultation with, but not limited to, students, parents/guardians, teachers, counselors, and/or administration.

Responsibilities

Teachers will:
1. Provide students with explicit requirements and directions.
2. Structure conditions during testing to reduce the possibility of cheating and strictly adhere to all testing proctor guidelines and protocols.
3. Specify the types of collaboration that are allowable and those that are not allowed.
4. Teach and review correct use of documentation when assigning work.
5. Review citation process.
6. Review the Academic Honesty Policy often, particularly before major assignments and tests.

Administrators will:
1. Assure that all faculty, students and parents have knowledge of the Norcross IB Cluster Academic Honesty Policy.
2. Create a cluster-wide environment that encourages a consistent culture of adherence to the Academic Honesty Policy.
3. Encourage and support teachers in enforcing the Academic Honesty Policy.
4. Maintain cumulative records of reported violations.
5. Facilitate Academic Honesty Policy conference when appropriate.
6. Enforce appropriate disciplinary actions based on GCPS policy.

Media-Technology Personnel will:
1. Provide ongoing collaborate with teachers to teach ethical use of intellectual property and computer applications, including the use of music, images, and video within presentations.
2. Facilitate cross-curricular lessons modeling correct citation.

Students will:
1. Avoid situations that might contribute to cheating, plagiarizing, lying, and stealing.
2. Avoid giving or receiving unauthorized assistance on all school assignments, including but not limited to the use of collusion to produce and submit assignments.
3. Document borrowed materials by citing sources using an approved format.
4. Avoid plagiarizing by:
   a. Using quotation marks for statements taken from others.
   b. Acknowledging information, ideas, or patterns of thought borrowed from any source.
   c. Consulting faculty about any questionable situations.
5. Meet teachers' checkpoint deadlines.
6. Ensure that all smart technologies are utilized only when allowed by an instructor and are not used in an unauthorized manner.
7. Report any violations of the Academic Honesty Policy.

Parents will:
1. Be aware of the Norcross IB Cluster Academic Honesty Policy.
2. Provide a positive example for adhering to the Academic Honesty Policy.
3. Support faculty and administration in enforcing the Academic Honesty Policy.

Process for Review of Policy
A committee will be formed consisting of key stakeholders from all Norcross IB Cluster schools to evaluate the Special Educational Needs (SEN) policy of inclusion annually. During this annual evaluation the policy will be reviewed for needed updates and revisions, as well as to assess the effectiveness of the implementation and to ensure the policy is communicated throughout the Norcross IB Cluster schools.

References

1. International Baccalaureate Organization. (2009). Academic Honesty. Cardiff, Wales.
2. International Baccalaureate Organization. (2013). Learner Profile. Cardiff, Wales.
3. International Baccalaureate Organization. (2014). MYP: From Principles into Practice. Cardiff, Wales.
4. Academic Honesty in the Diploma Programme
5. Gwinnett County Public Schools Media Citation Guide
6. Gwinnett County Public Schools 2015-2016 Student/Parent Handbook Middle/High School. Suwanee, GA
7. Hunterdon Central Regional HS InstructionalMedia Center Citation Information. Revised August 4, 2009

8. http://www.hcrhs.k12.nj.us/data/files/gallery/ContentGallery/Citations09FULL8409Easybibve.pdf

9. The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2008. Web. 23 Apr. 2008.

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