



Woodrow Wilson High School
International Baccalaureate Diploma Programme

Woodrow IB Diploma Programme
Academic Honesty Policy, 2024-2025

The Woodrow IB Diploma Programme endorses and implements the Academic Honesty Policy, 2024-2025 as stipulated by the International Baccalaureate Organisation (IBO) and Dallas Independent School District (DISD). All the policies and courses of action in this document refer to the *Academic integrity policy* (IBO, March 2023).

Academic integrity policy (IBO, March 2023)

A common understanding of what academic integrity means is one of the most significant tasks a school leadership must ensure; any new member of staff and all students should start with a shared understanding and have an informed dialogue about the benefits of honest learning for the entire community. (3)

Student academic misconduct

The IB defines student academic misconduct as deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment.

Behaviour that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the integrity of IB examinations and assessments that happens before, during or after the completion of the assessment or examination, paper-based or on-screen. This includes behaviour in school, out of school and online. (3)

Student expectations

1. Have a full understanding of their school's and the IB's policies
2. Respond to acts of student academic misconduct and report them to their teachers and/or programme coordinators
3. Complete all assignments, tasks, examinations and quizzes in an honest manner and to the best of their abilities
4. Give credit to used sources in all work submitted to the IB for assessment in written and oral materials and/or artistic products
5. Abstain from receiving non-permitted assistance in the completion or editing of work, such as from friends, relatives, other students, private tutors, essay writing or copy-editing services, pre-written essay banks or file sharing websites
6. Abstain from giving undue assistance to peers in the completion of their work
7. Recognize that they are accountable for actions and behaviours online, and show a responsible use of the internet and social media platforms, including but not limited to:
 - a. Not discussing IB examinations and questions for a 24-hour period after the examination concludes, to respect students who may not yet have finished their examination
 - b. Not using inappropriate language or sentiments that may be aired at a future job or university interview
 - c. Not expressing views, behaviour or language that brings the IB into disrepute. (14-15)

Student responsibilities

1. The IB's mission statement is clear about the active role students have in their own learning. Students are not just recipients of content, but are also expected to create content and complete assessments that are authentic and genuine, and a true reflection of their personal level of achievement.
2. It is expected that all IB students, regardless of the programme, understand and accept the principle of academic integrity and face the challenges associated with it. (14)

Student sanctions

1. By registering for an IB education, the student recognizes the authority of the IB to apply sanctions, including withdrawal of services, if the organization believes academic misconduct has occurred.
2. Penalties apply in instances of academic misconduct where the IB has taken action against a student who is registered for IB-assessed components. The IB may investigate issues that could be considered academic misconduct even if they are not listed in this document. During investigations into academic misconduct, evidence and statements from all involved parties will be gathered. Each case will be judged on the evidence available, and any sanction applied will be based on the penalty matrix. When evidence is not conclusive, subject-matter experts will be consulted and any sanction will be applied using the balance of probabilities approach. (24)

Major student offences

1. Producing any work that denigrates personal, political and/or spiritual values, and/or contains offensive remarks about race, gender, or religious beliefs
2. Falsification or fabrication of data in producing any work
3. Inclusion of materials with excessive or gratuitous violence or explicit sexual content or activity that could be considered or perceived offensive by others. (37)

Guide – Student use of AI tools

Students should be informed of the following rules:

1. If they use the text (or any other product) produced by an AI tool—be that by copying or paraphrasing that text or modifying an image—they must clearly reference the AI tool in the body of their work and add it to the bibliography.
2. The in-text citation should contain quotation marks using the referencing style already in use by the school and the citation should also contain the prompt given to the AI tool and the date the AI generated the text.
3. The same applies to any other material that the student has obtained from other categories of AI tools—for example, images. (55)

IB matrix of penalties

The table of penalties sets out the level of penalty—1, 2, 3a or 3b—that will be applied for each type of academic misconduct. (24)

Written and oral coursework and examinations

Infringements	Level 1 penalty - Warning letter to the student/parent	Level 2 penalty - Zero marks for component	Level 3a penalty - No grade for subject(s) concerned	Level 3b penalty - No grade for “parallel” subjects
Plagiarism <i>Copying from external sources or peers</i>	Not applicable	Between 40 and 50 consecutive words (copied verbatim, or paraphrased, or containing additional or substituted words) without full in-text citation of the source.	More than 51 consecutive words (copied verbatim, or paraphrased, or containing additional or substituted words) without full in-text citation of the source.	Not applicable
Facilitating plagiarism <i>Student facilitating the sharing or copying of their work, or the work of third parties, to peers and/or forums/essay mills</i>	Student took minimal steps that were clearly insufficient to prevent their work being copied.	Student took no steps to prevent their work being copied and shared it to a forum from where it was likely to be copied.	Student permitted the copying of their work, or tried to sell or exchange their work on a forum where it was likely to be copied and submitted by others. Note that “selling” does not need to involve monetary reward.	Student actively tried to sell, or exchange, the work of third parties to be submitted by others.
Collusion <i>All students must submit individual and unique work for IB assessment, even when data collection etc. is permitted by the subject guide to be done as part of a team. Collusion covers those cases where students have used a common write-up for a group rather than written their own</i>	Work of students shows close similarity.	Between 40 and 50 consecutive copied words (exact or substituted) without full in-text citation of the source.	More than 51 consecutive copied words (exact or substituted) without full in-text citation of the source.	Not applicable (24)

Please be advised

Dependent upon the gravity of the offense or the repetition of offenses (no more than a total of 3 offenses), the Woodrow IB Diploma Programme will enforce the Academic Honesty Policy, 2024-2025 as determined by IBO and Dallas ISD.

The sanctions of these policies will include placing the student on academic probation or suspending services rendered by the Woodrow IB Diploma Programme and Woodrow Wilson High School.

IB student and parent agreement

Kindly ensure to complete and sign the Woodrow IB Diploma Programme Student and Parent Agreement on Academic Honesty Policy, 2024-2025 ([Click here](#)).

Questions?

Any questions about the Woodrow IB Diploma Programme Academic Honesty Policy, 2024-2025 should be addressed to:

Dr. Navarro, IB DP Coordinator
Telephone: (972) 502-4598
Email: LNAVARROAYALA@dallasisd.org