

# **Oakmont Academic Integrity Policy**

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## **Our Philosophy**

Oakmont High School has a commitment to integrity. The Viking Expectation of Integrity affirms that we believe in the intrinsic value of learning, and that we therefore demand personal and intellectual integrity in all academic work.

Having academic and personal integrity means valuing and demonstrating:

1. Intellectual honesty
2. Personal truthfulness
3. Learning for the sake of learning
4. Respect for the creations and opinions of others (i.e., intellectual property)

## **Academic Misconduct - Plagiarism**

Plagiarism is defined as using another person's words, pictures, charts, or ideas without properly giving that person credit. Using another person's intellectual property without citation is theft. At Oakmont High School, students are taught how to use the ideas of others as evidence to develop their thoughts, not as a substitution for their own ideas. Students are taught that plagiarism will not be accepted.

Common examples of plagiarism:

- Direct copying of material without proper citation of source material, including but not limited to websites, social media, books, articles, or any other source not your own original work.
- Use of segments of un-cited, copied wording mixed in with a student's own words. Students are expected to cite sources using MLA, APA, or Chicago style format.
- Relying heavily on a source instead of using the ideas in the source to establish a student's own thoughts.
- Buying and/or receiving academic work and portraying it as a student's own.

## **Academic Misconduct - Collusion**

Collusion occurs when two or more students collaborate to gain an unfair academic advantage for any student.

It is important to note that collaboration is different from collusion. Ideal collaboration occurs where a group task is divided and equal contributions are made. Students, at times, are asked to collaborate with other students; a science lab where a group comes up with shared data would be a good example. In this case, however, the shared data should lead to the production of a unique piece of work.

Common examples of collusion:

- Sharing work with another student for them to copy.
- Sharing with another student what material appears on a test.
- Hiding the truth from a teacher when you know someone is cheating.

It is important to note that these policies also apply to Teacher Assistants (TAs).

## **Use of Artificial Intelligence Technology Tools**

Opportunities created by AI tools reinforce that academic integrity is an ethical choice that students must make. Students need to be aware that OHS 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 any 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 or works cited. If this is not done it is considered a form of academic misconduct.<sup>1</sup>

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<sup>1</sup> "Academic integrity policy. Appendix 6: Guidance on the use of artificial intelligence tools". Published by the International Baccalaureate, March 2023.

Common (although not exhaustive) examples of AI.

- Translation tools
- Math AI
- ChatGPT

### ***Maintaining Academic Honesty***

The Academic Integrity policy is in force for all students at Oakmont, and will be reviewed annually and adjusted to address the needs of the school and community. Students will be educated annually on academic integrity and the school wide policy, as well as additional details as they relate to the specific programs students are enrolled in.

Program Coordinators and Administrators are responsible for educating the Oakmont teachers about the:

- definition of Academic Misconduct
- appropriate ways of citation and acknowledgement of work
- ways to identify an authentic piece of work
- consequences if found guilty of misconduct

Teachers are responsible for educating the students about the:

- definition of Academic Misconduct
- appropriate ways of citation and acknowledgement of work
- consequences in their class and specific program if found guilty of misconduct

Students are responsible for:

- attending all lessons on academic integrity and understanding the policies
- ensuring that their work is authentic, with the work of others, properly cited/acknowledged (this includes but is not limited to quotations, diagrams, photographs, digital music, and AI)
- understanding the assignment deadlines and giving themselves plenty of time to review their final draft for authenticity
- communicating with their instructors/coordinator if a situation arises that might be a misconduct of academic integrity

Teachers are also responsible for validating student work as authentic, to the best of their ability. Teachers should allow students ample time to work on their assignments as well as having thorough planning stages that include an opportunity for students to seek guidance on proper citation techniques. The librarian is available to assist students with any referencing material questions they may have. At the beginning of each class teachers will review the policy with students, and include a section in their syllabus which review's the teachers policy as well as the teacher consequence for violating the policy. Parents and students should be asked to sign a document indicating that they acknowledge these policies.

### ***Enforcement of these policies***

To ensure proper conduct, teachers, students, program coordinators and school administration must work together. Students will be educated annually on schoolwide, program specific and classroom academic integrity policies.

Education and remediation will be included in every response to academic misconduct. Each incident of malpractice will be recorded in Aeries SIS. Consequences, beyond classroom consequences, may be administered based on the Program Coordinator's and/or Administrator's judgment of the severity, and intent of the misconduct. The number of incidents of misconduct will also be considered.