



# Highland Park Senior High School

## Academic Honesty Policy



The International Baccalaureate Organization (IBO) and Highland Park Senior High School (HPSH) expect all students to understand the meaning of academic honesty and demonstrate it in all aspects of their learning. The primary purpose of this policy is to provide student support by clearly defining both academic honesty and dishonesty. The IBO and HPSH asks students to be caring and communicative, and also to be principled and reflective.

### Academic Honesty

As explained by the IBO in the publication “Academic Honesty,” in order to maintain academic integrity, a student must ensure that all academic work is authentic and based on the student’s individual and original ideas, and the ideas and work of others are fully acknowledged. Additionally, students must understand the concept of intellectual property and “*be aware that forms of intellectual and creative expression (e.g. works of literature, art, or music) must be respected and are normally protected by national and international law*” (IBO “Academic Honesty”). There are many sources available to help students appropriately cite the work of others. In general, HPSH recommend the following (please follow the specific teacher recommendations):

Helpful Resources on Citing Sources:

- The MLA website: <http://www.mla.org/>
- The University of Chicago Style website: <http://chicagomanualofstyle.org/>
- The Purdue Online Writing Lab website: <https://owl.english.purdue.edu/owl/>
- HPSH Citation Help libguide: <https://libguides.spps.org/citation>

Free Online Citation Generator:

- MyBib: <http://www.mybib.com>

### Academic Dishonesty

In order to ensure academic honesty, students must understand and avoid malpractice. All of the actions listed below are considered malpractice as defined by the IBO in the “Academic Honesty” publication, but students should understand that this is not an exhaustive list.

- **Plagiarism:** Using the ideas or work of another person, or content generated from Artificial Intelligence (AI) technology as the student’s own. Students must also understand that the copying of works of art, such as music, film, dance, theater arts, or visual arts can also be considered malpractice.
- **Collusion:** Supporting malpractice by another student, as in allowing one’s work to be copied or submitted for assessment by another. It is acceptable to peer edit and research together, but the end product must be the students’ own words.
- **Duplication of Work:** The presentation of the same work for different classes, assessment components and/or diploma requirements.
- **Unfair Advantage:** Includes any other behavior that gains an unfair advantage for a student or that affects the results of another student.
- **Falsification:** To misrepresent or falsify any documentation
- **Malpractice on Assessments:** The following list of actions, described in the IBO’s “Academic Honesty” publication, also fall under the definition of academic dishonesty:
  - Taking unauthorized material into an examination room or classroom (e.g. an electronic device other than a permitted calculator, scratch paper, notes, cell phone) regardless of whether this material is used or contains information pertinent to the examination
  - Misconduct during an examination, including any attempt to disrupt the examination or distract another student
  - Exchanging, supporting, or attempting to support, the passing on of information that is related to the examination
  - Copying the work of another student
  - Failing to comply with the instructions of the proctor or other member of the school’s staff responsible for the conduct of the examination
  - Impersonating another student
  - Stealing examination papers

- Using an unauthorized calculator during an examination
- Disclosing or discussing the content of an examination paper with a person outside the immediate school community 24 hours after the end of the examination
- Fabricating data for an assignment
- Using Artificial Intelligence (AI) technology without permission and attribution

## Ways to Avoid Dishonesty

- **Citations:** Students should always cite information that is beyond what is considered “common knowledge.” The fact that Franklin D. Roosevelt was the President of the U.S. during World War II is common knowledge, but the fact that Roosevelt’s public approval rating dropped in 1943 is not, and should be cited. The best rule to follow is, ‘When in doubt—cite your source.’
- **Authentic Work:** Students must remember that all work must be authentic, even ideas. If an idea is taken from a website or any other source, including AI, it must be appropriately cited even if the student paraphrases the idea in his own words. For example, if a student takes H.L Mencken’s idea that “The average man does not want to be free. He simply wants to be safe,” from a website and paraphrases it, that idea must still be appropriately cited.
- **Collaboration:** When a teacher gives students work to be done collaboratively, the names of the collaborators should be written on the work and an account of how the work was divided needs to accompany the assignment.
- **Student Support vs. Collusion:** Students are encouraged to create support systems with other students to help each other when learning and mastering coursework. However, help can easily become collusion. Collusion is defined as supporting dishonesty by another student, as in allowing one’s own work to be copied or submitted by another for assessment.

## Faculty Responsibilities

The responsibility of the **IB Coordinators** will be to:

- Ensure that each member of the IB faculty has access to the IBO’s publication “Academic Honesty” and understands the guidelines and procedures presented there.
- Explain and clarify the expectations of the school’s academic honesty policy to the IB faculty and students.

The responsibility of the **Administrators** will be to:

- Ensure that academic honesty and appropriate citation protocols are taught in 9<sup>th</sup> grade classes and supported in all classes.
- Participate in the investigation and correction of academic honesty where appropriate.

The responsibility of the **Teachers** will be to:

- Read and follow the guidelines and procedures established in the IBO’s publication “Academic Honesty” and this policy.
- Educate students on what is considered malpractice (e.g. explain reasonable collaboration compared to collusion).
- Educate students on the appropriate and inappropriate use of Artificial Intelligence in various aspects of the course.
- Provide the appropriate citation methods and educate students on how to use them when working with outside source material.
- Make students aware of the procedures taken by the school when malpractice is suspected and the consequences when malpractice is detected.
- Supply continual support and guidance on academic honesty with the goal of preventing both intentional and unintentional academic malpractice.
- Use methods and tools to discourage malpractice (e.g. turnitin.com).

## Student Responsibilities

The responsibility of **students** will be to:

- Understand the policies of the school and the IB Programs.
- Avoid all forms of malpractice and make sure that all work is authentic.
- Seek assistance and ask for clarification from teachers as needed on Artificial Intelligence usage.
- Learn and use the correct citation procedures as taught by their teachers.
- Inform the IB Coordinator or other faculty when they are aware that other students have engaged in malpractice and misconduct.
- Support peers and collaborate as directed by teachers, but do not engage in collusion or other forms of malpractice.
- Complete all assignments, tasks, examinations, and quizzes in an honest manner and to the best of their abilities.

- 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.
- Abstain from giving undue assistance to peers in the completion of their work.
- Demonstrate responsible use of the internet and associated social media platforms.

## **Student Rights**

The rights of **students** include:

- Being educated about Academic honesty in classes and provided with examples of citations.
- Responding to acts of school malpractice and reporting them to teachers and/or program coordinators.
- Receiving the right to fair and equal treatment in all areas of academic concern.
- Having a fair and unbiased evaluation of academic assessments based on clearly stated criteria.
- Appealing any accusation of malpractice or misconduct.

## **Identification of and Consequences for Academic Dishonesty**

Consequences of malpractice range from the student being required to redo the work with evidence of new learning, to earning a zero on the work, depending on the severity of the infraction. Additionally, faculty may decline writing recommendation letters for college or academic groups such as the National Honor Society, nominating students for awards, and providing reference for job or volunteer applications.

When a teacher suspects that malpractice, including the inappropriate use of Artificial Intelligence, has occurred in a class on work that will not be submitted as an IB assessment (e.g. daily class work, projects, unit tests), the following procedure will be used:

- On a **first infraction** in a course:
  - Teacher discusses and reteaches expectations for academic honesty and treats the incident as a teachable moment.
  - Teacher contacts the student's parent(s)/guardian(s) by email or phone, and explains the situation and levels of offense and consequences.
  - Student is allowed reassessment of the learning without penalty on the score.
- On **subsequent infractions** in a course:
  - Teacher completes an Office Discipline Referral (ODR) and contacts an administrator to report the student's second, third, etc. offense.
  - Teacher or administrator contacts the student's parent(s)/guardian(s) by email or phone, and explains the situation and the levels of offense and consequences.
  - Administrator explains expectations for academic honesty and the consequences of continuing to engage in academic dishonesty in high school and beyond.
  - Administrator records dishonesty in Campus.
  - Student is not allowed reassessment and student receives a zero.

When a teacher suspects that malpractice, including the inappropriate use of Artificial Intelligence, has occurred on an assessment submitted to the IBO (e.g. internal and external assessments, Extended Essay, CAS documentation, Personal Project paper, etc.) the following procedure will be used:

- The principal and IB coordinators will be informed of the suspected malpractice.
- The IB coordinator will interview the student and conduct an investigation.
- If necessary, the IB coordinator will inform the IBO of the allegation, and separate statements will be prepared by the teacher, the IB coordinator, and the student.
- If the allegation of malpractice is proven, the work will not be submitted to the IBO and no IB diploma or certificate will be rewarded to the student.
- If malpractice cannot be confirmed, the coordinator is required to report the incident to the IBO.
- The allegation will then be investigated by a final award committee. *"If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject concerned"* (IBO "Academic Honesty").
- The student will not receive an IB diploma or IB credit for the class.

## **Note on Artificial Intelligence (AI) Usage**

The expansion of AI technology is transforming our world, including environments at school and in the workplace. AI should be used to enhance and support learning, rather than to avoid learning. Understanding effective and ethical AI use is important for students at Highland Park Senior High. Recognition that responsible use of AI will vary depending on the course, context of learning, and assigned task. Teachers will indicate if, when, and how AI tools may be used. Inappropriate use of AI constitutes plagiarism and therefore, falls under and is subject to the Identification and Consequences for Academic Dishonesty.

## **Academic Honesty Policy Development**

The Academic Honesty Policy for Highland Park Senior High is available to all staff, students, and families on the school website. This policy will be reviewed and refined on an ongoing basis so as to reflect our schools' development and evolution with the International Baccalaureate framework and the mission and vision of Saint Paul Public Schools.

### *References:*

- "Academic Honesty," IBO Publication, 2011*
- "AI Guidance for Schools Toolkit," Teach AI, 2023*
- "[Statement from IB about ChatGPT and artificial intelligence in assessment and education](#)," IB 2025*
- "[Generative AI Best Practices for Students](#)," SPPS, 2025*

*Last Updated:*

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