

## **Dobbs Ferry School District International Baccalaureate Program Academic Honesty Policy**

### **Mission Statement:**

*The Dobbs Ferry School District strives to develop independent, curious, and open-minded learners who think critically, work collaboratively, act ethically and are knowledgeable about the world around them.*

As an IB World School, Dobbs Ferry Middle School and Dobbs Ferry High School recognizes the importance of being “principled” as identified in the IB Learner Profile. According to the International Baccalaureate Academic Integrity Policy, “all students participating in IB programmes are expected to act honestly, responsibly and ethically.” To this end

- All members of the Dobbs Ferry school community will strive to model principled behavior that reflects academic integrity and its five fundamentals: honesty, trust, fairness, respect, and responsibility.
- Teachers will share and model with students the citation format(s) they should use in assignments and assessments (e.g. MLA, APA, etc.). Examples of how to cite and acknowledge use of original authorship in students’ work will be modeled in the classroom.
- Teachers will share strategies and knowledge of use of materials such as turnitin.com and other tools with students to help them understand and use proper sourcing and citation in their work.
- Students will learn and practice academic honesty as part of their Approaches to Learning skill development.
- Plagiarism detection software (ex. Turnitin.com and Google Originality Reports) will be used in classes for major projects or as deemed necessary by subject teachers and for work to be submitted for IB internal and external assessments.

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

An authentic piece of work is one that is based on the student’s individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments, written or oral, completed by a student for assessment must wholly and authentically use that student’s own language and expression. Where sources are referenced, whether in the form of direct quotation

or in paraphrasing, such sources must be fully and appropriately acknowledged. According to IB Academic Integrity Policy, the use of AI tools are not permitted in certain courses, such as Language Acquisition.

The use of generative AI tools (ex. ChatGPT) are now becoming more widespread in all areas of academia. With the understanding that AI can be used as a powerful use for learning, our school will work to ensure that students are informed, responsible, and ethical in the use of AI. Any information obtained via AI **must** be properly cited using the format assigned by a teacher and IB. Please note that each department/teacher may have their own specific rules and expectations when it comes to using AI in their courses. Please be sure to speak with your teacher(s) directly if you have any questions.

As an academic institution, we must enforce academic integrity and with that all forms of plagiarism. For examples of what constitutes academic dishonesty, please see the *Academic Misconduct* section below.

Additionally, students who are registered in IB courses should read additional guidelines for academic honesty and malpractice in [Academic Honesty](https://ibo.org/research/assessment-research/research-studies/academic-honesty-in-the-diploma-programme/). This document can be downloaded at <https://ibo.org/research/assessment-research/research-studies/academic-honesty-in-the-diploma-programme/>

### **Academic Misconduct**

The International Baccalaureate Organization (IB) defines academic misconduct as behavior, whether deliberate or inadvertent, that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment. The following are some of the actions considered to be academic misconduct:

- Receiving answers for a test, quiz, essay, lab report, journal, project, etc. including all IB assessments
- Giving answers for a test, quiz, essay, lab report, journal, project, etc. including all IB assessments
- Communicating with classmates during a test, quiz, in-class essay, etc. including all IB assessments
- Having knowledge of exam questions before a test, quiz, in-class essay, etc. including all IB assessments

- Sharing knowledge of exam questions with other students before those students receive a test, quiz, in-class essay, orals, etc. (e.g., between classes) including all IB assessments
- Using materials (notes, books, etc.) deemed unacceptable by the instructor or proctor during a test, quiz, in-class essay, etc. including all IB assessments
- Copying
- Allowing someone to copy one's own or another's work
- Using materials for research and failing to credit them with proper documentation (Plagiarizing)
- Illegal use of electronic devices
- Reusing a project or written work for credit in more than one class or assessment
- Using generative AI tools (ex. ChatGPT) that doesn't follow IB guidelines

### **Consequences of Academic Misconduct**

If it has been determined that a student has committed an act of academic misconduct, parents will be notified by the teacher and/or school administrator and the following consequences will be in effect:

- A student/parent meeting will be held with team/teacher, counselor, and/or Assistant Principal.
- Students will receive a zero on test, quiz, in-class essay, homework assignment, Project, etc.
- Students who are caught cheating will not be eligible for honor roll that quarter.
- A record of all cheating will be kept in the Guidance and Principal's office.
- Students may be ineligible for National Honor Society. If the student is presently a member of the National Honor Society, a hearing will be conducted according to National Honor Society guidelines.

### **Communication of Academic Honesty Policy**

The *Academic Honesty Policy* is available on the school web site and in the student handbook. Students and parents read and sign the Dobbs Ferry School District Code of Conduct annually which refers to this policy.

## Academic Honesty Policy Review

All stakeholders will review the Academic Honesty Policy on a bi-annual basis: teachers, students, parents and administration.

Policies are included in the school's Student Handbook and The IB Handbook which are published on the school web site. Teachers review this policy with their students at the beginning of the school year.

### **Resources**

Dobbs Ferry Student Handbooks

Dobbs Ferry Faculty Handbook

International Baccalaureate Organization *Academic Integrity Policy October 2019 (Updated March 2023)*

International Baccalaureate Organization *Programme Standards and Practice (Updated November 2024)*