



# Copeland Elementary School

1440 Jackson Road  
Augusta, Georgia 30909  
Office: (706) 737-7228  
Fax: (706) 731-7656

<https://copeland.rcboe.org>

**Tynisha Brisco, Principal**



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## **PYP Academic Honesty Policy**

*Copeland Elementary is an Authorized School\* for the Primary Years Program (PYP). This school has obtained authorization as an IB World School, aligning with a shared philosophy dedicated to providing high-quality, challenging, and internationally-focused education that Copeland Elementary deems essential for our students.*

*\*Only schools authorized by the IB Organization can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme, or the Career-related Programme (CP). For further information about the IB and its programmes, visit [www.ibo.org](http://www.ibo.org)*

**Mission:** Empowering all learners through curiosity, equity, excellence and strong foundations for lifelong success!

**Vision:** Inspiring inquirers and thinkers to grow, lead, and thrive in a global community.

### **Statement of Belief**

At Copeland Elementary School we believe that modeling and practicing academic honesty is a necessary component to the development of honesty, integrity and responsibility within our students. Practicing and teaching honesty is essential for academic success. The Academic Honesty policy is framed by the IB Learner Profiles with emphasis on being principled, honest and acting with integrity.

The International Baccalaureate defines academic honesty as “a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.” Academic honesty is a responsibility we teach to students for the purpose of producing original work, recognizing the work of honors and maintaining the integrity of our school’s learning environment. As a school, we believe that it is important to teach our students to be principled by recognizing and celebrating authentic student work. We believe in teaching our students to take pride in their learning which includes being responsible with the use of information and communication. The Academic Honesty Policy is designed to define and clarify the expectations of original work for our students, staff, parents and stakeholders.

Copeland Elementary is committed to upholding the principles of academic honesty within the Primary Years Program (PYP). In our mission to provide globally diverse, rigorous, and relevant instruction, we recognize the evolving role of technology and Artificial Intelligence (AI) in education. Copeland Elementary values responsible and ethical AI use, ensuring that AI technology enhances, rather than undermines, the development of honesty, integrity, and responsibility among our students.

At Copeland Elementary, we believe that fostering academic honesty extends to the responsible use of AI. We encourage students, faculty, and staff to uphold the IB Learner Profiles, emphasizing the importance of being principled, honest, and acting with integrity when utilizing AI tools for academic purposes.

In order for all stakeholders to understand appropriate academic honesty practice, it is important to clarify behavior that can lead to academic misconduct.

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**Authenticity and Attribution with AI:** “When students use AI-based tools for assignments or projects, they must clearly disclose their use of AI. It is essential to ensure that any work produced with AI assistance is authentic and attributed appropriately, just as they would with any other resources or references.”

**Plagiarism:** “The representation, intentionally, or unwittingly, of the ideas, words, or work of another person without proper, clear and explicit acknowledgement.” According to the Merriam-Webster online dictionary, to “plagiarize” means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

**Collusion:** “Supporting academic misconduct by another student, as in allowing one’s work to be copied or submitted for assessment by another.”

- Examples of collusion includes:
- Helping/assisting someone cheat
- Allowing someone to copy your work
- Allowing someone to submit your work
- Representing unequal work as collaboration
- Doing work for another student
- Sharing information about assessments/tests/questions with other students

Collusion is not to be confused with collaboration. We define collaboration as multiple students who are actively engaged in an assignment in which the assignment guidelines specify how students are to work together.

**Plagiarism, Collusion, and AI:** “The principles of academic honesty apply to the use of AI. Plagiarism and collusion remain serious offenses, even when AI is involved. Students must not use AI to copy or present someone else's work as their own, whether intentionally or unwittingly. Collusion with AI may include helping someone else cheat or allowing AI to complete assignments for them. It is crucial to distinguish between collaboration and collusion.”

**Duplication of Work:** Presentation of the same work for different assignments or the presentation of the same work by more than one student.

**Unfair Practice:** Any behavior that provides students with an unfair advantage or that affects the academic success of another student.



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### Examples of unfair practice

- Falsifying records/data
- Sharing passwords
- Sharing information about assessments
- Altering grades
- Misuse of citations
- Impersonating someone else

**Responsible AI Use:** “We encourage students to use AI responsibly and ethically. AI should not be employed to engage in any form of cheating, such as generating answers for assessments or altering grades. We also stress the responsible use of information and communication when using AI tools.”

### Roles and Responsibilities

#### Faculty/Staff

- Communicate collaboration versus collusion with each assignment
- Use a recognized citing convention for written works
- Model academic honesty at all times
- Report academic dishonesty through a referral
- Assure students understand they must complete and submit their own work
- Communicate with students, parents and administrators regarding concerns for academic misconduct offenses.
- Involve students in reflection/discussion in cases involving academic misconduct.
- Educators should guide students on the distinction between collaboration and collusion when using AI tools. They should also model academic honesty and report any AI-related academic dishonesty cases to appropriate authorities.

#### Students

- Sign and return syllabus with parent/student agreement each year
- Report academic misconduct to a school employee
- Always do your own work.
- Understand that by putting your name on your work certifies the assignment as his/her own work
- If academic misconduct occurs (intentionally or unintentionally), complete a written reflection with your teacher.
- Ask for help if you are unsure of academic honesty procedures.
- Students are expected to follow the academic honesty policy when using AI and report any misuse of AI to school employees. They must always complete and submit their own work and seek help if they are uncertain about AI-related procedures.



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### **Administration/School Leaders**

- Support the Academic honesty policy through investigation of misconduct reports
- Ensure all stakeholders understand the responsibilities and repercussions within the Academic Honesty policy
- Ensure the Academic Honesty policy is used/applied consistently
- Provide teachers with materials to help maintain academic honesty
- Make parent contact pertaining to academic misconduct
- School leaders support and enforce the Academic Honesty policy, ensuring consistent application and providing necessary resources for maintaining academic honesty, including those related to AI.

### **Parents, Guardians and Care Givers**

- Read and sign your student's syllabus that covers the Academic Honesty Policy/Agreement
- Encourage your student to practice Academic Honesty at home and at school
- Address concerns of academic misconduct with your student and school personnel if necessary
- Monitor any hired/volunteer/tutor for authentic work
- We expect parents to read and sign their student's Code of Conduct agreement covering the Academic Honesty Policy and to support the practice of academic honesty both at home and at school.

### **Prevention**

Copeland will promote Academic Honesty by teaching students the skills necessary to produce authentic work. This will be accomplished through teaching and coaching. Students in 5<sup>th</sup> grade will be taught to cite their work from sources. All students will be guided when working in collaborative groups to ensure all students are contributing to the assigned work.

***AI Skill Development:*** Copeland Elementary will promote the development of AI literacy and skills among students, helping them understand how AI works and how to use it responsibly. This includes teaching students to cite AI-generated content when applicable.

### **Repercussions**

Repercussions will be initially addressed by the teacher with the student. The teacher will report instance of academic dishonesty, including instances of academic dishonesty involving AI, to the parent as well as the administration. Age – appropriate consequences will be administered within Copeland's discipline policy. When appropriate, students may be referred to administration.

### **Communication**

The Academic Honesty Policy, including guidance on AI use, will be posted on the school website and in the student handbook. Teachers will include information within their class syllabus to guide parents/guardians to the Academic Honesty Policy, including the section related to AI. The policy will be updated annually by the Senior Leadership Team.

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### Resources

Academic Honesty in the IB educational context (2014)

IBO. (2015). What is an IB education? Retrieved from IBO:

<http://www.ibo.org/globalassets/digitaltoolkit/brochures/what-is-an-ib-education-en.pdf>

Lake Forest Hills Academic Honesty Policy <https://www.rcboe.org/lakeforesthills>

PYP From Principles to Practice International Baccalaureate Organization.

South Smithfield Elementary School Academic Honesty Policy

<https://www.johnston.k12.nc.us/Page/21762>

Revision: 10/08/2020

This policy was written by the PYP Coordinator and reviewed by the Assistant Principal.

Revision: 3/16/2022

This policy was reviewed by the faculty. Edits were submitted via Canvas.

Revision: 10/23/23

This policy was revised by the Pedagogical Leadership Team in October of 2023. The edits were submitted via hard copy documents.

Revision: 02/24/25

This policy was revised by the PYP Coordinator and reviewed by the Pedagogical Leadership Team.

Revision: 03/09/26

This policy was revised by the PYP Coordinator and reviewed by the Pedagogical Leadership Team.

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