Beaverton School District Academic Integrity Expectations

The Beaverton School District is committed to the belief that all students have the ability to learn, grow, and thrive. We understand that learning is an ongoing process, and that meaningful assessment requires students to engage and produce authentic work. To support this, we have developed an academic integrity policy designed to promote, teach, and uphold ethical behavior in all aspects of learning.

The key elements of this policy, outlined below, reflect the values we aim to instill and uphold in our learning community. The BSD understands our language learners and students on IEPS/504s need certain tools to access curriculum and this policy is not intended to limit their access or misinterpret approved accommodations as cheating.

NOTE: Students taking IB courses must also follow all IB Academic Honesty policies and procedures. Students involved in IB Programs (DP or CP) must adhere to the policies set forth by their program coordinators in accordance with the guidance set forth by IB. Students taking AP courses must also follow all AP Academic Honesty Policies/Procedures. Dual-credit courses may have additional academic integrity consequences as determined by the college.

Definitions

The definition of *academic dishonesty* is a behavior that results in, or may result in, the student or any other student

1) gaining an unfair advantage in any part of an assessment or academic work. For example, using resources that are not allowable on an assessment.
2) using work or words that are not their own on assessments or any academic work.

Beaverton School District Code of Conduct specifically identifies misconduct as: “Cheating, plagiarizing, presenting another person’s work, or work created from a generative AI application as your own or any misrepresentation of the truth about your work.”

The District relies on the following definitions in assessing academic integrity:

Cheating is the use of unauthorized information, notes, study aids, or unauthorized technology on academic work or assessments. Cheating includes, but **is not limited to:**

- **Copying** from others or allowing others to copy from you.
- Collaborating on assignments or assessments without authorization. Collaboration on teacher-assigned group work is different from **collusion** which involves students turning in another's work or sharing their individual work with a peer.
- **Using unauthorized materials**, including digital devices such as cell phones or smartwatches that the teacher has not approved during assessments.
- Presenting work created by another as your own (*this includes content generated by artificial intelligence).*
- Sharing exam or assessment information with other students. This includes taking pictures of exam questions or sharing exam content with those who have not yet taken the exam.
- Looking up answers or bringing answers to the testing room.
- Any work produced - even if only in part - by AI tools is not regarded as student’s own.

- **Students taking IB courses must adhere to IB's policy regarding the use of Artificial Intelligence (AI): any work produced- only even in part- by AI tools is not regarded as the student's 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 AI software. When in doubt, students should consult with their teacher *before* using AI on an assignment.
- **Students taking AP courses must adhere to AP policy regarding the use of** Artificial Intelligence.

Plagiarism is taking credit for someone else's words, work or ideas without giving them credit. Plagiarism includes, but **is not limited to:**

- Quoting another person's words, sentences, paragraphs, or entire work without acknowledgment of the source. This includes:
  - Paraphrasing and summarizing ideas/content in a way that doesn't meet standards for responsible use of source material/citations.
  - Utilizing another person's ideas, theories, or opinions without proper acknowledgement and citation is considered plagiarism. This includes the work of other students as well as published works or AI-generated work.
- Downloading, cutting and pasting, or rewording portions of websites or resources without citing their source are forms of plagiarism. This includes content/ideas generated from AI software without acknowledgement.
- Presenting work created by another as your own (*this includes content generated by artificial intelligence).*
- Students are responsible for ensuring use of any source material or ideas that are not their own, including AI generated content, are fully, properly cited. Please refer to the district Generative AI Responsible Use Guidelines for proper citation of AI generated content.
- Students are responsible for ensuring use of *any source material or ideas that are not their own* are fully and properly cited.

Collusion is letting someone copy from you or letting someone turn in your work as theirs.

Responsibility/Integrity is **not** sharing assessment content, questions, or answers with students who have not yet taken the assessment. Students are not to discuss assessments until all students have taken the assessment or the assessment is returned to the student.

Falsifying Academic Records includes but is not limited to altering grades or other academic records, submitting false information, or impersonating someone on an assessment.

Expectations

Students are responsible for:

- Reading the Beaverton School District Academic Integrity Policy.
- Making sure all their academic work is their own.
- Citing sources appropriately.
- Following guidelines for use of AI or other tools as provided by the teacher.
- Following teacher-created steps, such as drafts, content organizers, notes, etc. to document the process of their learning, even if not summatively assessed.
- Following all assignments-specific instructions related to representing their own thinking and crediting that of others.
- Asking for assistance if unclear on what constitutes appropriate use of tools and resources.

- Intentional and unintentional acts of academic misconduct and reporting incidents of academic misconduct.

Teachers are responsible for:
- Setting clear expectations for each assignment and reviewing academic integrity expectations each semester with reminders before major summative work.
- Providing multiple opportunities for demonstrating proficiency for each learning target.
- Teaching subject-specific processes for citation, collaboration, and evaluation of sources.
- Create steps such as drafts, content organizers, notes, etc. to ensure there are timely product checks along the way.
- Reviewing how to use digital tools appropriately and within the guidelines of an assignment.
- Using tools such as turnitin, Google Docs revision history, etc. to ensure authentic student work.
- Reporting all incidents of academic misconduct to administration and parents.
- Provide expectations for how AI can be used, if at all, to complete a task.
- Ensuring Academic Integrity policy is accessible on Canvas pages and outlined in course syllabus

The school is responsible for:
- Providing a link to the Beaverton School District Academic Integrity Expectations available on the school's website.
- Entering all reported incidents of misconduct into a student's record and notifying the student's counselor, and Assistant Principal.
- Providing opportunities for teachers to share best practices in academic integrity and subject-specific citation information.
- Including questions related to academic integrity in teacher recommendation packets.

Parents are responsible for:
- Reading the Beaverton School District Academic Integrity Policy.
- Avoiding providing direct assistance to students in their assignment creating, writing, or editing.

Consequences

As stated in the Beaverton School District Code of Conduct, "Each level of intervention and discipline in this section may include the strategies described below, but is not in any way limited to those strategies or options that are specifically listed. School personnel have the discretion to use interventions and/or discipline that is deemed appropriate to the conduct."

IB requires teachers to authenticate student work prior to uploading the work. If a teacher is unable to authenticate the student's work (specifically internally and some externally assessed components), the work will not be uploaded to IB and the student will be ineligible to take the IB exam and earn an IB Diploma.

Level 1: Classroom Interventions, Responses, and School-Based Interventions:
If academic dishonesty is suspected, students will be referred to their administrator and might be asked to defend or verify their work as their own in one of the following ways:
- Present notes, drafts, or works cited
- Produce an on-demand work sample
- Present an oral defense of work in question
- Review a student's digital footprint

Range of Consequences
First Time/Minor Infraction: Incidents that involve one student and limited misrepresentation of the student's own work or knowledge, for example: plagiarizing a small part of a paper, using a phone during an exam, etc.) All of the following consequences will apply:

- Receiving an Mi (Missing) on the assignment/assessment to indicate that the student did not provide evidence of learning during this opportunity. After completing the restorative plan, if assigned, the Mi will be replaced when the student completes the teacher's next planned opportunity to demonstrate the same learning, as identified through the teacher's multiple-opportunity plan.
- Students will have the opportunity to demonstrate proficiency on additional assessments for the learning target.
- Notification will be made to parents.
- Documentation in our student information system (Synergy).
- Students may be subject to additional consequences not listed above.

Level 2: Intensive support and administrative staff interventions and responses:
Repeated/major offense: Second or more offenses listed above in any class and/or incidents that involve more than one student, and/or falsifying information. For example, this may include sharing exam content with peers, falsifying data, posting exam content online, etc. All of the following consequences will apply:

- Receiving an Mi (Missing) on the assignment/assessment to indicate that the student did not provide valid evidence of learning during this opportunity. The student is not eligible to replace the Mi through the next planned multiple opportunity for the same learning.
- A restorative plan will be created by the administrator in partnership with the teacher.
- Students will have the opportunity to demonstrate proficiency on any remaining assessments aligned to the learning target, and any previously completed assessments for that target will also be considered when determining proficiency.
- Conference with student, family, administration and teacher.
- Consequences may include removal from the IB Diploma program, or, if the dishonesty is pervasive across assessments, students may earn an "Mi (Missing)" in multiple targets for the semester. This includes, but is not limited to, plagiarism or cheating on an Internal Assessment or Extended Essay.
- Inform students that colleges often ask schools to report academic integrity issues on applications and mid-year reports.
- Recommendation letters may need to be updated if there is a repeated or major infraction of academic integrity.
- Students will not be considered for Valedictorian or Salutatorian recognition.
- Notification of parents, student counselor, and the Assistant Principal.
- Documentation in our student information system (Synergy).
- Students may be subject to additional consequences not listed above.

IB's Response to Academic Malpractice

IB candidates' work is subject to random checks for plagiarism by the IBO. In cases where IB examiners suspect malpractice, the following may occur:

- IB will ask the coordinator to investigate and report findings to the IB Assessment Centre
- Candidate results may be held until the investigation is complete
- Penalties may include:
    - No grade awarded for the course (students may retake the exam)

- Preventing future IB registrations
- Withdrawing the IB Diploma if malpractice is established after the fact

Acknowledgement

Please sign below indicating that you have read and acknowledged Beaverton School District Academic Integrity Expectations.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____