



Wilbur & McMahon School International Baccalaureate Middle Years Programme

Academic Integrity Policy

2022-23

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Statement of Policy and Rationale

The Academic Honesty Policy is designed to define and clarify the expectations for honest academic practice. At Wilbur McMahon School, we believe this is an important part of maintaining an ethical culture and is central to supporting a learning environment where students will be inspired to create original academic work. This policy is designed to provide our school community with a common understanding of the principles essential to best practice in teaching and learning, as well as an understanding of misconduct. The IB Learner Profile is at the core of this policy, especially as it relates to the development of our students as responsible world citizens. It is essential that teachers, support personnel, and school administrators clarify all aspects of academic honesty in an age appropriate way for students and caretakers. The academic honesty policy works in coordination with the academic and inclusion policy, assessment policy, and language policy.

Definition of Academic Honesty

Academic honesty is a set of values and skills that promotes personal integrity and good practice in teaching, learning and assessment. Academic honesty results in respect for each person's intellectual property and the completion of work that is based on the individual's original ideas with the ideas and work of others fully acknowledged.

Acceptable Collaboration is defined as the action of working with someone to produce or create something. Collaboration, where it does not constitute plagiarism, is generally encouraged. The effort of collaborating constitutes an honest attempt at obtaining a deeper understanding of the problem at hand.

Some examples are as follows:

- A group of students discussing the requirements of an assignment.
 - A group of students discussing a problem presented as an assignment.
 - A student discussing the merits of their proposed solution to an assignment with peers or with a teacher.
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How Academic Honesty Relates to the Learner Profile

Students in the MYP at Wilbur McMahon School develop the integrity to practice academic honesty by learning to recognize the parts of their work that are original and acknowledge the ideas of others that influenced their work. Students reflect on their own learning and act with a strong sense of fairness, justice and respect for each individual or group.

Teacher Responsibilities

Teachers and support staff will raise student awareness of academic honesty and directly guide students through an exploration of the ethical issues related to academic honesty, including the appropriate use of technology. Teachers will design assessment criteria that value and reward the learning process. Teachers will guide students in reflecting on the learning process and teach students ways to acknowledge others. It is essential that teachers must be clear with assignment guidelines and clarify what is collaboration and what is collusion.

In addition, teachers will:

- Teach a recognized citation convention for written and non-written work
- Demonstrate and model academic honesty in presentations
- Report and record academic dishonesty through the discipline referral process
- Communicate to students, parents, counselors, and administrators concerns and malpractice.
- Involve students in reflection and discussion in the instance of cheating

Student Responsibilities

Students are always expected to demonstrate strong moral principles and high ethical standards when engaging in any academic or extracurricular activity. Each student will confirm an understanding of academic honesty by reviewing this policy with a caretaker and signing the Academic Honesty Parent/Student Agreement from the student handbook each academic year. Students must ask for guidance from an instructor when unsure.

Administration Responsibilities

The administration will oversee the academic honesty policy and ensure that it is applied consistently throughout the school.

The administration will:

- Support the academic honesty policy and investigate all reports of dishonesty
- Ensure that all staff, students, and parents understand definitions, responsibilities, and
- consequences
- Provide staff development and guidance on academic writing and referencing systems that are available
- Investigate academic dishonesty
- Maintain a record of serious infractions to ensure the policy is applied fairly throughout the school

Role of Parents, Guardians and Outside Support

- Read and sign the Academic Honesty Parent/Student Agreement found in the handbook.
 - Encourage their child to practice academic honesty.
 - Encourage their child to cultivate a culture of academic honesty at home and in school.
 - Address concerns of academic misconduct with their student and school personnel if necessary.
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Academic Dishonesty

Actions that may jeopardize the academic integrity of the school include but are not limited to plagiarism, collusion, duplication of work, or taking an unfair advantage. (See glossary for definitions.)

Examples of Plagiarism:

- Any representation of others' work as your own
- Non-original work that is not cited and appropriately referenced in submissions
- Copying information from a book or a website without proper citation
- Misuse of quotation marks, paraphrasing, and in-text citations which makes authorship unclear

- Failure to identify the source of elements of nonverbal work (ie. painting, dance, photo, proof, musical composition, etc) that influences the submitted work
- Using online language translators unless explicitly allowed

Examples of Collusion:

- Helping another student cheat by sharing your work or allowing someone to copy it;
- Doing part of another student's assignment or taking part of another student's assignment and claiming it as your own;
- When doing group work, not taking full responsibility, yet claiming the group's work as equally your own;
- Doing homework for another student or taking another student's homework and claiming it as your own as well as sharing your completed work from a past course with a student who is taking the course in the future;
- Sharing information about an assessment that you took with a student who will be taking the assessment.

Examples of Duplication of Work:

- The Language and Literature teacher assigns a writing project that is a similar topic as the Individuals and Society writing project. The student hands in the same assignment for both subjects without the teacher's permission.

Examples of Unfair Practice:

- Using unauthorized software to complete a math assessment, or a translation program for a foreign language assessment.
- Copying a worksheet or homework assignment from another student or using a textbook when not authorized to do so.
- Copying and not giving credit from a book, internet, or any other source.

Consequences of Academic Misconduct

The staff and administration recognize that each child is unique, and disciplinary infractions will be handled with the whole child in mind. Ultimately our responsibility in handling infractions involving academic honesty is to support a child in making better decisions in the future, and helping the child understand and internalize the importance of academic honesty, so that good choices become intrinsically driven.

A child who demonstrates a pattern of difficulty in respecting academic honesty will be

supported through a tiered response of proactive and reactive measures and interventions that align with our student handbook - Code of Conduct. Academic dishonesty incidents will be discussed with the student and then reported to parents, counselors, and administration. Age appropriate consequences will be administered within the school's discipline protocol, based on frequency and recurrence of the violation.

Technology Responsible Use

Responsible Use is defined by the following:

- Only appropriate language will be used on the Internet and/or when creating content (documents, presentations, etc.)
- No deliberate access to inappropriate material/sites or content
- Copyright laws will be respected
- Credentials such as user names and passwords will be kept private and protected
- Only assigned accounts will be used as assigned to individuals and there should be no attempts to gain access to another users account
- Technology will not be used to bully, harass or threaten others
- Only material approved by the appropriate school personnel will be published on the Internet/Intranet
- All technology at LCSD will be used responsibly and in a manner that avoids/minimizes damage or unnecessary wear and tear
- LCSD network infrastructure, data, or devices will only be used as authorized
- There will be no attempt to bypass security and/or content filters to access internet content

Examples of prohibited conduct include:

- Downloading, installing software or other unauthorized programs, streaming music or video
- Accessing social websites such as but not limited to myspace, flickr, facebook, twitter, tumblr, pinterest, instagram without appropriate approvals
- Participating on message boards or in live chat rooms without faculty/staff supervision or directions.

Communication Plan

The Academic Honesty Policy will be published on the school and district website, and published in the student handbook. Teachers will introduce the policy at the beginning of the academic year, and review it with students before assigning work that will be assessed. Teachers will use Google Classroom (originality reports) to check for student originality.

Academic Honesty Policy Monitoring:

It is the duty of teachers, specialists, and librarians to model, teach and monitor this policy and teach our students the importance of integrity. Wilbur McMahon will provide resources to the faculty and staff to identify cases of plagiarism such as, but not limited to:

- Google Classroom Originality Reports
- General Auditing Tool Teacher Assist: to monitor screens and websites

Examples of Conventions for Citing and Acknowledging Original Authorship:

- Sciences: American Psychological Association (APA) formatted references (see Appendix B)
 - Humanities: Modern Language Association (MLA) formatted references (see Appendix A)
 - [Owl Purdue MLA Guide](#)
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Restorative Practice 3 Tier Action Plan for Academic Dishonesty (Consequence)

<p>Tier 1 <i>First Offense</i></p>	<ul style="list-style-type: none"> → The teacher and student will discuss the occurrence of academic dishonesty → The student will not receive credit for the assignment. → The student will have the opportunity to re-do the assignment with a specific time period, and will be assessed without consideration of the original work. → The teacher will contact the parent
<p>Tier 2 <i>Second Offense</i></p>	<ul style="list-style-type: none"> → The teacher and student will discuss the occurrence of academic dishonesty. → The student will not receive credit for the assignment. → The student will have the opportunity to re-do the assignment with a specific time period, and will be assessed without consideration of the original work. → The teacher will fill out a Restorative Referral form and refer the student to Administration. → School Administration will contact the parent.
<p>Tier 3 <i>Third Offense</i></p>	<ul style="list-style-type: none"> → The teacher and student will discuss the occurrence of academic dishonesty → The student will have the opportunity to re-do the assignment with a specific time period, and will be assessed without consideration of the original work → The teacher will fill out a Restorative Referral form → Administration will call the parents . → Parents will come in for a meeting with Administration, teachers and student/s.

Conclusion

We believe that it is necessary to successfully convey the importance of academic honesty to our students, and help them realize the goal of learning for its own sake. Our goal is to instill integrity, respect for the work of others, and personal responsibility. It is important to recognize

that students need the opportunity to make mistakes and then grow and learn from those mistakes. Wilbur McMahan School Commits to publishing and sharing the policy with all stakeholders through electronic and printed media.

Review of the Academic Honesty Policy

The Academic Honesty Policy is intended to be reviewed and updated as needed to align with school policies and demographics of the Wilbur McMahan School community. The policy will be reviewed by stakeholders including: students, teachers, parents/guardians, administration and the community.

Sources

- Provincetown Public Schools
- Bloomfield PYP
- Fridley Public Schools
- The Codrington School
- Lincoln Middle School MYP
- Josiah Quincy Middle School
- IBO Academic Honesty in the IB Context
- Lee Middle School
- St. Andrews School Academic Policy
- University of British Columbia

Terms Acceptance and Signature

Your signature on this form indicates you have read it, understand, and accept the consequences of Academic Dishonesty of the Wilbur and McMahan School MYP

Student Signature _____

Print Name _____ Date _____

Parent/Guardian Signature _____

Print Name _____ Date _____