Academic Integrity Policy

St. Thomas High School

Introduction

In order to comply with the school and the International Baccalaureate's mission the following Academic Integrity policy has been agreed upon by the teaching faculty in order to foster the values of personal integrity and good practices in teaching, learning, and assessment. (IB, 2011. pg.2) By fostering the IB Learner Profile quality of being principled our students will be much less inclined to commit incidences of academic misconduct.

Purpose of this policy:

- Define academic misconduct
- Define the responsibilities of the parties involved in the school community
- Provide some support in order to avoid having students commit academic misconduct
- Explain the school's established consequences for students having participated in academic misconduct

DEFINITION OF ACADEMIC HONESTY AND MISCONDUCT

The school must create an environment that will develop and promote an understanding of Academic honesty as an expectation and as a best practice. These best practices include acquiring the following knowledge and skills necessary to instill academic honesty in all students.

Knowledge:

Authenticity: 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, regardless of their format, must wholly and authentically use that student's own language, expression, and ideas. (Academic Honesty, IB, 2011, p. 2)

Intellectual Property: "The concept of intellectual property is potentially a difficult one for students to understand because there are many forms of intellectual property rights, such as patents, registered designs, trademarks, moral rights and copyright. Students must at least be aware that forms of intellectual and creative expression such as, works of literature, art or music must be respected and are normally protected by law." (Academic honesty, IB, 2011, p.2)

Doctrine of Fair Use of Copyrighted Materials: allows students and/or staff to use excerpts

from songs or videos without explicit permission for an educational purpose for a limited time. Any works used must be cited appropriately.

Skills: (the following skills must be developed in order to allow for students to properly be in compliance with academic honesty policy)

- o Paraphrasing
- o Quotation
- o Citing the work of others according to accepted conventions

Academic Misconduct: is defined as the "Behavior that results in, or may result in, the [candidate] or any other [candidate] gaining an unfair advantage in one or more assessment components. (Academic Honesty, IB, 2011. pg.3) It includes the following actions:

- ● Plagiarism: an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author
- ● Collusion: allowing individual work to be copied by another student or any form of promoting academic misconduct by another student. This is different from collaboration which is described as "working together on a common aim with shared information, which is an open and cooperative behavior that does not result in allowing one's work to be copied or submitted for assessment by another" (MYP, FPIP, 2014, p.76)
- ● Duplication of work: submitting the same piece of work for different assessment purposes.
- ● Misconduct during an examination: behavior that would negatively affect other students' performance during an exam or create an unfair advantage for a student.

 Rights

Students are encouraged to be both consumers and creators of a variety of forms of information media. As a creator, students have the right to be recognised for their ideas and creations.

Responsibilities

In order to properly implement the Academic Policy it's important that all members of the greater community understand their individual responsibilities in this collaborative process.

- ➢ Head of School and/or Coordinator
    - o Create the Academic policy with teachers and make the policy available to the greater school community
    - o Provide guidance to students and teachers as to the definition of misconduct and its potential consequences

- ➢ Teachers
  - o Provide examples of best practices regarding the Approaches to learning skills directly tied to academic honesty, those being information literacy, citing sources, inquiry and creativity.
  - o Work with colleagues to ensure that there is an organized and consistent effort across disciplines and grades to model academic honesty.
  - o Ensure that student submitted work is authentic and/or correctly cited
  - o Incorporate appropriate group work/collaboration in everyday work
- ➢ Students
  - o Become familiar with what constitutes academic misconduct
  - o Develop a sense of confidence in one's own work
  - o Practice contributing to a group or team
  - o Acknowledge work by other group members
  - o Review work prior to submission in order to ensure all sources have been correctly cited
- ➢ Families
  - o Become familiar with the school's academic policy
  - o Encourage best practices in students work at home

Consequences of academic misconduct

- o A mark of zero for the assignment may be given
- o School administration and parents/guardians will be informed
- o Confirmed infractions will be documented
- o A referral to the Planning Room may be issued
- o Repeat offenders will be liable for suspension

Sources:

International Baccalaureate Organization. Academic honesty in the IB educational context 2014. Cardiff, UK.

International Baccalaureate Organization. MYP: From principles into practice, 2014. Cardiff, UK.

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World Intellectual Property Organization, 2013. Available in: http://www.wipo.int/portal/en/index.html

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