

MORRIS JEFF HIGH SCHOOL DP ACADEMIC HONESTY POLICY

Our Philosophy of Academic Honesty

We believe that in order *to build an institution of the highest caliber... that offers an education that is a source of freedom and possibility*, we must model and explicitly teach students, as a school community, to be principled in action. We see Academic Honesty as a component of being Principled.

The IB Learner Profile describes Principled as:

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Understanding academic honesty is a part of the natural progression to cultivate a student's inquiry into actionable reflections and decisions. DP staff members' responsibility is to impart wisdom on what constitutes academic honesty, and define and model proper methodology to determine appropriate ownership and application of knowledge.

In an age where technological innovation increases on a daily basis and knowledge and learning protocols assimilate to meet society's increasing sense of global awareness, it is more important than ever to clearly define academic honesty for our students. We will explicitly teach adhering to citation standards, determining information ownership, and identifying examples of academic dishonesty, while understanding the corresponding disciplinary results. These factors are only part of the equation. As an IB educator, it is also a responsibility to instill the indoctrinated values that constitute an ethical spirit in nature.

We are All responsible for Academic Honesty:

All MJHS faculty, staff, students and students' families are responsible for modeling and exhibiting IB Learner Profile Attributes, particularly that of being "Principled," for all MJHS students.

The Head of School and Director of Finances and Operations are responsible for raising funds, budgeting and allocating school resources to support all students' knowledge of Academic Honesty, skills for properly citing work of others, and responding to infractions related to Academic Honesty.

The High School Principal, Dean of Students, Curriculum Coordinators, School Librarian, and DP Coordinator are responsible for developing staff skills at delivering instruction, including teaching research Approaches to Learning skills and ensuring resources are efficiently and effectively used to support all students' knowledge of Academic Honesty, skills for properly citing work of others, and responding to infractions related to Academic Honesty.

The Subject Area Teachers and Special Education Teachers are responsible for collaborating with each other and delivering instruction effectively to support students' knowledge of Academic Honesty, building their research Approaches to Learning skills and responding to infractions related to Academic Honesty. Teachers will utilize the web based program, Turnitin.com, to ensure originality of work and detect plagiarism. In addition, any situations in which any teacher believes academic dishonesty may have taken place should be reported to the High School Dean of Students and DP Coordinator immediately.

The DP Students are responsible for exhibiting the IB Learner Profile Attribute of Principled, knowing and understanding the Academic Honesty Policy and asking their subject teachers, Librarian, High School Administrators and the DP Coordinator when they have any questions about Academic Honesty.

We Follow IB Definitions for Academic Misconduct:

The IB defines academic misconduct as behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components.

Academic misconduct includes:

- Plagiarism - the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment
- Collusion - supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another
- Duplication of work - the presentation of the same work for different assessment components
- Any other behavior that gives an unfair advantage to a student or that affects the results of another student (falsifying data or misconduct during an examination).

For most DP assessments, students are expected to work independently but with appropriate support from teachers and other adults. Although there are many occasions when collaboration with other students is an important part of the learning process, when it involves an assessed assignment, the expectation is that the student's work is completed independently.

Academic Misconduct is Further Defined as:

Cheating - the use or attempted use of unauthorized assistance on an assignment or assessment.

Examples include but are not limited to:

- Copying from another student's homework.
- Using a cell phone or a calculator on a quiz/test.
- Using unauthorized materials or devices (including notes, textbooks, universal translator, cell phone, calculator, or any other electronic device) during an assignment or examination without the permission of the instructor.
- Communicating in any way with another student or a third party during an examination without the permission of the instructor.
- Collaborating with other students or third parties on a take-home examination, paper, homework assignment, or other project without the permission of the instructor. Further clarification: In science, the student's internal assessment is a compilation of his/her lab reports. It is considered collusion in IB for students to work together on lab reports other than their Group 4 project.

Plagiarism - The representation, intentionally or unwittingly, of the ideas, words or work of another person as one's own.

Examples include but are not limited to:

- Not citing someone else's work when writing a research paper.
- Turning in another person's essay one found online.
- Submitting as one's own work an examination, paper, homework assignment, or other project (laboratory report, artistic work, computer program, etc) that was created entirely or partially by someone else.
- Failure to use quotation marks to signal that one is using another person's precise words.
- Failure to identify (cite) the source of quotations and paraphrasing of another person's idea.
- Failure to identify the source of the elements of a nonverbal work (for example, a painting, musical composition, or mathematical proof) that are derived from the work of others.

Collusion - Supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another AND/OR collusion is the act of two or more students working together on an individual assignment.

- Writing a paper or other project for another student
- Allowing another student to copy from one's examination, paper, homework assignment, or other project
- Assisting another student on a take-home examination, paper, homework assignment, or other project if one knows or suspects such assistance is not authorized by the instructor
- Sharing information regarding assessment contents and questions with other students.

Additionally,

“When students working in groups are required to submit individual pieces of work they may find the difference between collaboration and collusion confusing. It's important, therefore, that you make the distinction clear. This means supporting them to collaborate effectively while explaining that submitting a piece of work done jointly as if it has been done individually (whether unintentionally or otherwise) is considered collusion and as such is subject to academic misconduct procedures.”

Fabrication - The creation of false data or citations.

- Fabrication of data: Inventing or falsifying the data of a laboratory experiment, field project, CAS activity, or other project.
- Fabrication of a citation: Inventing a phony citation for a research paper or other project.
- Alteration of an assignment: Altering a graded examination, paper, homework assignment, or other project and re-submitting it to the instructor in order to claim an error in grading.

Duplication of work - Using the same work for more than one course without clear permission from the instructor. Students are expected to produce original work for each course of study.

- Submitting a paper or project in more than one course for a grade
- Submitting a lab report for more than one course without discussing it with both teachers involved.

Bribery - Bribery takes on two forms

- Bribing someone for an academic advantage, or accepting such a bribe (i.e. a student/parent offers a teacher money, goods, or services in exchange for a passing grade, or a professor accepts this bribe).
 - A student offering to buy lunch for a subject teacher in exchange for a higher grade
- Using an academic advantage as a bribe (i.e. a teacher offers a student a passing grade in exchange for money, goods, or services, or a student accepts this bribe).

Response to Possible Academic Dishonesty

In an IB course, if a student is academically dishonest, the IB Coordinator and parents/guardians will always be notified and the student may forfeit the right to sit for the examination. “The candidates are responsible for ensuring that the final version of any work is authentic. Candidates themselves must bear the consequences if they submit any work for assessment that is not their own, regardless of whether the plagiarism was deliberate or a careless act. The same principle applies to collusion.” (Handbook of Procedures for the Diploma Program, IBO, 2013, p. 74)

1. Any MJHS staff member or student that suspects academic dishonesty has taken place immediately reports the incident to the High School Dean of Students and DP Coordinator. The incident can be reported verbally, but a written account of the incident must be given to the High School Dean of Students and DP Coordinator within 24 hours of the verbal account.
2. The High School Dean of Students and DP Coordinator must begin an investigation of the incident including notifying the accused student's family. The investigation must be completed within 3 school days of the notification from the MJHS staff member or student. The Principal will oversee the investigation of the infraction.
3. The High School Dean of Students and DP Coordinator determines whether academic dishonesty has taken place based on the investigation.
4. The High School Dean of Students and DP Coordinator notifies the accused student, accused student's family, and the staff member whether or not academic dishonesty has taken place.
5. The High School Dean of Students and DP Coordinator determines consequences for academic dishonesty and reports malpractice to IBO when necessary.

Communication of academic honesty with students and parents.

In an effort to ensure all students understand academic honesty, grade 9 students will be introduced and instructed on the concepts and practices of academic honesty. As students research and write in their different subject areas, the expectations of academic honesty will be reviewed and reinforced by teachers. Students will continue to be held to these expectations until graduation. Teachers of grades 11 and 12 will be required to utilize Turnitin for all Internal Assessments and Extended Essays.

Students and parents will be asked to read and review, and sign an acknowledgment form to show understanding of our academic honesty policy.

Our Academic Honesty Policy was developed by a team of dedicated Morris Jeff Community High School administrators and teachers. This document will be reviewed/revised yearly by the DP Administrative team.

Documents Used to Create the Morris Jeff Community School Academic Honesty Policy

- "Morris Jeff Community School - Vision." Morris Jeff Community School. N.p., n.d. Web. 02 June 2016
- "Plagiarism & Academic Integrity: Types of Academic Dishonesty." *Types of Academic Dishonesty*. St. Petersburg College Libraries, n.d. Web. 07 June 2016
- "Plagiarism & Academic Honesty at Bow Valley College: Forms of Plagiarism: Cyber-Plagiarism, Ghost Writing & Paper Mills." *Forms of Plagiarism: Cyber-Plagiarism, Ghost Writing & Paper Mills*. Bow Valley College, n.d. Web. 07 June 2016.
- "Collaboration vs. Collusion." *Collaboration vs. Collusion*. University of Reading, n.d. Web. 07 June 2016
- Handbook of Procedures for the Diploma Program, IBO, 2013, p. 74
- Washburn High School Academic Honesty Policy, Minneapolis Public Schools, n.d.
- Significant portions were taken from:
 - Assessment Policy, Vanguard High School, Marion County Public Schools, March 2014

MJCS International Baccalaureate Honesty Pledge

I, (print name) _____, have read, understand and agree to abide by the Morris Jeff Community High School IB Academic Honesty Policy.

I understand that a breach of these ethical expectations in any form will place my future as an International Baccalaureate student in jeopardy and may be cause for removal from the IB Programme or IB Coursework upon the recommendation of the IB Coordinator to the Principal of Morris Jeff Community High School.

_____ Graduation Year: _____
Student Signature

_____ Date: _____
Parent or Guardian