



## Oscar F. Smith High School IB Diploma Program Academic Honesty Policy Adopted September 2014

Academic Honesty is defined by the IB as “A set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.” At Oscar F. Smith High School, all IB stakeholders support this ideal wholeheartedly and strive to instill and reinforce the qualities of honesty, integrity, and ethical practice in all of our students and staff members.

As stated in *IB Position Paper: Academic Honesty in the IB*, “IB learners’ work needs to exemplify the values of honesty and integrity, both of which underpin the IB curriculum.” It should be the goal of each IB student and teacher to promote and model academic honesty, create authentic work and acknowledge the words, thoughts, and contributions of others whenever necessary. We understand that students come to us with varying prior knowledge regarding what is considered malpractice, so it becomes the job of the IB stakeholders to communicate and model ethical practice for students and reinforce the expectations related to academic honesty.

**Academic Malpractice** is defined by the IB as behaviors that may result in a student gaining an unfair advantage over another student in an assessment component. Examples of Academic Malpractice outlined in the document *Academic Honesty* will be clearly defined for and communicated to students each year, beginning in grade 9, and include:

- Plagiarism: representation of the ideas or work of another person as the candidate’s own
- Collusion: supporting malpractice by another candidate (allowing work to be copied or completing work and submitting it for another student)
- Duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements
- Other behaviors that result in a student gaining an unfair advantage or affect the result of another candidate which may include:
  - Copying student work at any time
  - Fabricating data
  - Possession of unauthorized material of any kind during an assessment or examination
  - Altering or forging signatures and/or dates or falsely reporting information such as CAS activities, grades, number of hours spent on a lab, etc.

- Using unauthorized Web sites without permission, such as online translators, IB exam markschemes found on the Internet, and other resources used as “short cuts” to satisfy the assignment’s objective.

**School Responsibilities** for the implementation, support, and ongoing modeling and reinforcement of good academic practice include the following:

- Developing a school culture that promotes and encourages good academic practice among all teachers and students.
- Communicating the school’s Academic Honesty policy to each student upon entering the Chesapeake Public Schools Pre-IB Academy in grade 9 and continued reinforcement each year thereafter.
- Readdressing the school’s Academic Honesty policy in grade 11, upon entering the Diploma Programme, and specifically addressing ethical practice as it relates to the IB curriculum and related assessments.
- Posting and sharing of the document *General Regulations: Diploma Programme* and ensuring that all guardians have a copy of the document and understand the information therein.
- Ensuring that all students understand the following, as outlined in the publication *Academic Honesty*:
  - Academic Honesty is defined as the creation of an authentic piece of work/intellectual property
  - Examples of Academic Malpractice include plagiarism, collusion, duplication of work, or any other act that leads a student to gain an unfair advantage over another student.
- Giving guidance to students related to conducting research, properly citing sources, developing appropriate time management skills and study skills, and developing academic writing proficiency.
- Ensuring that students understand the consequences if found guilty of academic malpractice.
- Confirming by the teacher that, to the best of his/her knowledge, the work is the authentic work of the candidate before it is sent to IB for marking or moderation. Teachers are therefore expected to detect plagiarism, collusion, or duplication of work.

**Student Responsibilities** which support academic integrity include the following:

- Citing sources appropriately
- Ensuring that all work products are authentic
- Collaborating only when permission is granted
- Acknowledging collaborators whenever work is done in groups by indicating the names of group members on each paper

- Using Internet resources only when given permission
- Acknowledging online sources appropriately
- Asking for clarification whenever expectations are unclear so as to avoid unintentional malpractice

### **Proper Procedure for Addressing Malpractice at Oscar F. Smith High School**

For all cases of suspected academic malpractice

- When malpractice is observed or suspected, a referral is sent by the teacher to the Assistant Principal for Instruction.
- A proper investigation is conducted which includes teacher statement, student statement, and a meeting between the student and the Assistant Principal for Instruction.
- If found guilty, the student receives a zero for the assignment in question and the parent is contacted immediately.
- An academic malpractice file is started for the student upon the initial offense.

In addition, if malpractice was blatant and intentional, the following consequences result:

- The student is removed from any honor societies to which they have been inducted and become ineligible for admission thereafter.
- The student may be permitted in participating in school activities, such as school elections or service clubs which promote integrity and honesty.
- The student may be given more severe consequences if the offense is deemed severe enough, including out of school suspension.
- In all repeated offenses, a conference between the teacher, student, parent, principal and/or assistant principal, and the IB Coordinator, if applicable, will be compulsory.

### **The IB Publications Referenced for the development of the Oscar F. Smith High School Academic Honesty Policy include:**

- *Academic Honesty*
- *IB Position Paper: Academic Honesty in the IB*
- IB Brochure on Academic Honesty
- IB Learner Profile
- Other school policies were consulted by the committee for formatting ideas, primarily the policy of San Jose High School.