



Land O' Lakes High School International Baccalaureate Diploma Programme Academic Integrity Policy

In keeping with the *IB Learner Profile* attribute that guides us to be *Principled*, the Land O' Lakes High School International Baccalaureate Diploma Programme institutes this Academic Integrity Policy.

“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.”

Academic Integrity – Philosophical Principles

- ◆ In that academic honesty and integrity are essential to the trust and transparency of the Land O' Lakes High School International Baccalaureate Diploma Programme, this policy, definitions, and consequences are hereby delineated.
- ◆ IB students should be content creators not content imitators (Source: IB Publication *Are you completing your IB assignments honestly?*).
- ◆ Students are expected to utilize the study, research, writing, and presentational skills developed during their years of participation at Land O' Lakes High School in order to properly present and cite their work.
- ◆ When poor behaviors are demonstrated in the completion and/or submission of academic work, the school-imposed consequences will directly address the behavior while still permitting the learner to earn a grade and receive feedback commensurate with demonstrated academic proficiencies.

Academic Integrity – Expectations and Responsibilities

- ◆ “Teachers should not view a lack of academic integrity on the part of a student as only a behavioural problem, where students are perceived as the offenders. It may also highlight an issue with an aspect of the teaching and learning process and teachers must therefore maintain a balance when they address the issue of academic integrity. It should not be forgotten that students will have different objectives about what they want to achieve with their education. Teachers should emphasize that the purpose of education is not only the attainment of high grades, but to acquire knowledge and develop skills for the future” (Source: IB Publication *Academic integrity*, 2019).
- ◆ Students are active participants in their learning, and they have the responsibility to generate work that is a true representation of their knowledge and performance.



- ◆ Parents and guardians play a vital role in the education of their children, and with this in mind, they “must accept that the principle of academic integrity is a fundamental part of the IB’s educational philosophy. Parents should also understand the regulations and policies that the IB expects schools, coordinators, teachers and all students to observe. If they have questions or doubts as to what is expected, parents should be directed to approach the school for clarification” (Source: IB Publication *Academic integrity*, 2019).

Academic Integrity – Agreement and Adherence

- ◆ All participants within the Land O’ Lakes High School International Baccalaureate Diploma Programme must review and indicate agreement to adhere to the academic integrity policy. Informed in this manner, failure to agree does not absolve the participant of adherence to and consequences of the policy.
- ◆ The IB Coordinator provides additional information about Malpractice as defined in the IB Regulations publication each year prior to assessments.
- ◆ *The IB Coordinator provides teachers with language to be included in their syllabi that reiterates the requirements for adherence to the **Academic Integrity Policy** and the potential consequences.*

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ACADEMIC INTEGRITY and VIOLATIONS

The student and parent/guardian understand the rules of the Land O' Lakes High School International Baccalaureate Diploma Programme Academic Integrity Policy and agree to adhere to the expectations. The student and parent/guardian have been given the opportunity to review this policy and understand the consequences listed below for committing actions that fall under the categories stated herein are considered malpractice, meaning these actions are improper and/or negligent, **regardless of intention**.

Plagiarism – The representation of the ideas of work of another person or organization as your own. This may be committed in part or in whole. This may include not citing the ideas and work of another person or organization.

Collusion – Allowing one's work to be copied by another person and submitted for assessment, including assisting and tolerating a peer in such acts. This may be committed in part or in whole.

Disclosing information – Providing to or receiving from another person resources and/or information that are the property of another in order to give the receiving party an unfair advantage on an assessment.

Duplication of work – Presentation of the same work for different assessment components in the same or different courses. All work must be distinctly done to comply with each assignment or assessment as issued by an educator or The IB. If considering expanding a prior study or work for a subsequent assessment, permission of the educator must be secured ahead of time (e.g., using concepts from a Group 4 investigation as a foundation for researching and authoring an Extended Essay).

Unauthorized resources – The bringing of unauthorized resources, materials, devices or other disallowed items to an assessment location or school environment.

False assertion of authentic work – Physically or electronically signing/indicating that the work being submitted is authentically the student's own with sources properly cited when this is established not to be the case. False assertion of authentic work typically is linked to another violation of academic honesty.

Unfair advantage – Any action that provides the student or others with an unfair advantage in assessment had that action not been taken.

Misrepresentation – Any form of misrepresenting yourself to another, including in online school forums such as Zoom. For example, using another person's name in place of your own.

(Source: Adapted from *General regulations: diploma programme*, Articles 20 & 21, September 2016)

CONSEQUENCES

The severity and frequency of the circumstances will guide the consequences, which include but may not be limited to those listed below. With any violation of the Academic Integrity Policy, the school may begin the process of dismissing the student from the IB Programme. In all incidents, the decision of the IB Coordinator is final.

Level 1 – Re-Teach Expectations

- ◆ Teacher-determined behavioral consequence & conference with student
- ◆ Parent/guardian contact by teacher
- ◆ Documentation in IB Academic Integrity database
- ◆ Teacher issues recovery assignment for demonstration of academic learning on same standards/course elements (This assignment receives credit at the discretion of the teacher.)

Level 2 – Referral and Intervention

- ◆ Teacher-determined behavioral consequence & conference with student
- ◆ Parent/guardian contact by teacher and the IB Coordinator
- ◆ Student meeting with the IB School Counselor; interventions implemented
- ◆ Documentation in IB Academic Integrity database
- ◆ Teacher issues recovery assignment for demonstration of academic learning on same standards/course elements (*This assignment receives credit at the discretion of the teacher*)
- ◆ Issuance of a School Incident Report (“referral”) on the *myStudent* student information system with consequences assigned (*If no credit is given for an assignment, that will serve as the student consequence*)

Level 3 – Re-evaluation & Possible Dismissal

- ◆ Teacher-determined behavioral consequence & conference with student
- ◆ Parent/guardian contact by teacher and conference with the IB Coordinator
- ◆ Student meeting with the IB School Counselor; interventions implemented
- ◆ Documentation in IB Academic Integrity database
- ◆ Teacher MAY issue recovery assignment for demonstration of academic learning on same standards/course elements (*This assignment receives credit at the discretion of the teacher*)
- ◆ Issuance of a School Incident Report (“referral”) on the *myStudent* student information system with progressive consequences assigned (*If no credit is given for an assignment, that will serve as part of the student consequence*)

Malpractice During Internal and/or External Assessment Components

The student and parent/guardian understand that any infraction violating the International Baccalaureate Organization (IBO/The IB) terms surrounding malpractice on internal and/or external assessment component(s) will be elevated to review by The IB through their reporting mechanism. This will result in the submission of statements and evidence related to the incident. The consequences will be carried out as the school is directed by The IB regardless of whether a first or subsequent incident. This may result in a grade not given for the component and/or the entire course and/or the inability to earn the IB Diploma. School-level consequences also may be imposed.

“I/we agree to act in accordance with this policy, adhere to its requirements, and accept its consequences.”

- I/we have read and agree to the Land O’ Lakes High School International Baccalaureate Diploma Programme Academic Integrity Policy.

Student Signature _____ Date _____

Parent Signature _____ Date _____

(This is signed by student and parent/guardian and kept on file at the school. We strongly recommend that parents/guardians make a copy for their own records.)