

SHS IB Academic Honesty Policy and Procedures

Introduction and Rationale

In accordance with the Greenville County Schools Student Behavior Code and IB expectations and requirements, the Southside High School Academic Honesty Policy embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the school and represents the highest expression of shared values among the members of the school community. It is intended to instill a sense of integrity and personal achievement that will last beyond the student's high school years.

Academic honesty undergirds The IB Learner Profile and reinforces its importance: "...developing skills for inquiry and research"; "...exercise initiative in making reasoned, ethical decisions"; "...act with integrity and honesty". Students in the IB Programme acquire a depth of knowledge and understanding across disciplines. Part of that learning includes understanding how to incorporate the contributions of others in one's own work and to properly acknowledge those sources.

The best way for students to prevent academic dishonesty is to be aware of, understand and uphold their own academic responsibilities. The Southside IB Academic Policy can be found on the Southside web site and copies are available from the school's IB Coordinator.

Goals

The goals of the Southside High School Academic Policy are to:

- Explain what constitutes academic honesty, intellectual property, plagiarism and authentic authorship and why they are important.
- Provide examples of conventions for citing and acknowledging original authorship.
- Distinguish between collaboration and unacceptable collusion or plagiarism.
- Outline the consequences by the school and the IBO if an IB diploma candidate is found guilty of malpractice.
- Communicate IBO regulations regarding malpractice.
- Describe the responsibilities of school stakeholders with respect to academic honesty.

Academic Honesty

Academic honesty is characterized by:

- Proper conduct during all exam administrations
- Full acknowledgement of the original authorship and ownership of creative material
- The production of "authentic" work
- The protection of all forms of intellectual property-which includes but is not limited to forms of intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyright.

Malpractice

Malpractice as defined any behavior that results in a student gaining an unfair advantage on an assessment or affects the result of another student.

Examples:

- Plagiarizing class assignments, lab reports, or published material
- Copying the work of other students with or without their knowledge
- Collaborating with other students on assignments when it is not allowed
- Stealing class assignments from other students and submitting them as one's own
- Doing class assignments for someone else
- Padding items in a bibliography
- Fabricating data
- Disobeying the instructions of an exam administrator
- Exchanging or passing information by way of signals, mobile devices or any other method during an exam
- Including offensive material on an oral or written exam
- Stealing and/or copying exams
- Using an unauthorized calculator or notes during an exam
- Altering answers on a scored test and asking for it to be re-scored
- Altering or falsifying records
- Destroying or stealing the work of other students

Plagiarism

Plagiarism is the use of someone else's work, words, or ideas as if they were one's own.

Examples:

- Using the exact language of someone else without the use of quotation marks and without giving proper credit to the author
- Presenting the sequence of ideas or arranging the material of someone else even though such is expressed in one's own words, without appropriate acknowledgment
- Submitting a document written by someone else but representing it as one's own

Collaboration and Collusion

Collaboration is working with another student or group of students, either face-to-face or electronically, with the teacher's permission. It applies to in-class or take-home assessments, compositions, labs and homework assignments.

Examples:

- Checking homework answers with others
- Giving and getting feedback on a written assignment
- Working together on a lab assignment.

Teachers allow and encourage collaboration on some assignments, and not on others. Students should not collaborate without prior teacher permission.

Collusion occurs when a student intentionally helps others to engage in any kind of academic malpractice.

Examples:

- Allowing someone else to write a paper for the student
- Allowing another student to copy one's work or use one's data

Consequences of Malpractice at Southside High School

Violations will be handled by the teacher and a referral will be sent to an administrator. Academic honesty offenses will be reported to the IB Coordinator as deemed necessary. Students who are in violation of the Academic Honesty Policy will receive a zero for the assignment. Parents will be contacted in these situations.

Some violations may be considered theft. In these instances, further consequences may include the following: suspension from the class or suspension from the IB Diploma Programme; removal from clubs and organizations such as National Honor Societies, Academic Team, Tiger Ambassadors and Student Council. Repeat offenders may be deemed ineligible to represent the school in extracurricular activities.

Academic dishonesty on state or national examinations will be turned over to the appropriate District officials of Greenville County Schools, State Law Enforcement Division (SLED) or the appropriate federal agency.

Consequences of Malpractice as Outlined by the IB Organization

Should the IB find a student guilty of malpractice, the following will occur:

- If the amount of plagiarism is considered to be minimal, zero marks will be awarded for the assessment component, but a grade will still be awarded for the subject. This is referred to as "Academic Infringement".
- If a candidate is found guilty of malpractice in the production of one (or more) of several assignments required for a component, the candidate is not eligible for a mark based on his or her performance in the remaining assignments for the component: no grade will be awarded for the subject. For example, the internal assessment requirement for a subject may require a portfolio of four separate assignments. If a candidate is found to have plagiarized all or part of one assignment, a mark for his or her internal assessment will not be based on the remaining three assignments: no grade will be awarded for the subject.
- If a case of malpractice is very serious, either because of its nature or because the candidate has already been found guilty of malpractice in a previous session, the final

award committee is entitled to decide that the candidate will not be permitted to register for examinations in any future session.

A full outline of the IB Academic Honesty Policy is available on the Southside web site at http://occ.ibo.org/ibis/documents/general/specific_interest/malpractice/g_0_malpr_sup_0707_1_e.pdf

The Student

It is the student's responsibility to ensure that all work submitted is authentic, and the ideas and work of others are fully and properly acknowledged.

Examples:

- Comply with all internal school deadlines so that sufficient time is allotted to review and revise work before submitting the final version.
- Learn and enhance academic writing, research and citation skills
- Strengthen time management and organizational skills, and plan ahead.
- When having difficulties in completing assignments, ask the teacher for help.
- During exams, ensure that other students cannot see your paper and you cannot see the papers of others.
- If allowed to take materials into a testing site, make sure no notes or materials are not accessible.
- When in doubt, clarify with the teacher how much collaboration, if any, is permitted or expected when working on projects or assignments with other students.
- Protect your computer login credentials.
- Use quotation marks, footnotes, and parenthetical textual notes to acknowledge other people's words or ideas incorporated in written assignments. When in doubt, consult with the teacher for proper citation techniques. Maintain consistency in citation practices.
- In a bibliography, include only those sources or references used in preparing a paper.
- Maintain rough drafts and copies of papers submitted.
- When completing take-home assignments, do not collaborate with other students without prior teacher approval.

The Teacher

It is the teacher's responsibility to confirm that, to the best of his or her knowledge that all student work accepted or submitted for assessment is the authentic work of each candidate.

This includes all work for internal assessment. When a school has implemented all prevention measures, teachers are expected to detect any plagiarism. Teachers are also expected to support the school's policy on good academic practice and provide candidates with advice whenever necessary.

Examples:

- Design curriculum, assessment and instruction that emphasize skill development to access content knowledge.
- Teach and practice academic writing and research skills, and monitor the writing process, including the use of drafts, peer review, and effective student feedback.
- At the beginning of the course, discuss the importance of academic honesty with students. Include it in the course syllabus and cite the district and IB academic honesty policies.
- Clarify what is acceptable collaboration among students is in the course for specific assignments.
- Clarify what is permitted during an exam, including notes, mobile devices, calculators, etc.

References and Acknowledgements

2013-14 Student Behavior Code. Policy JCDA Greenville County Schools.

Academic Honesty. IB Organization. September 2007.

The IB Learner Profile. International Baccalaureate Organization. 2013

Academic Honesty in the IB. Jude Carroll. International Baccalaureate Organization, July 2012.

Beck Academy Academic Honesty Policy and Procedures

Introduction and Rationale

In accordance with the Greenville County Schools Student Behavior Code and IB expectations and requirements, the Southside High School Academic Honesty Policy embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the school and represents the highest expression of shared values among the members of the school community. It is

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- Submitting a document written by someone else but representing it as one's own

Consequences of Malpractice at Beck Academy

Violations will result in a zero for the lender and borrower as well as notification to parents.

Consequences of Malpractice as Outlined by the IB Organization

Should the IB find a student guilty of malpractice, the following will occur:

- If the amount of plagiarism is considered to be minimal, zero marks will be awarded for the assessment component, but a grade will still be awarded for the subject. This is referred to as “Academic Infraction”.
- If a candidate is found guilty of malpractice in the production of one (or more) of several assignments required for a component, the candidate is not eligible for a mark based on his or her performance in the remaining assignments for the component: no grade will be awarded for the subject. For example, the internal assessment requirement for a subject may require a portfolio of four separate assignments. If a candidate is found to have plagiarized all or part of one assignment, a mark for his or her internal assessment will not be based on the remaining three assignments: no grade will be awarded for the subject.
- If a case of malpractice is very serious, either because of its nature or because the candidate has already been found guilty of malpractice in a previous session, the final award committee is entitled to decide that the candidate will not be permitted to register for examinations in any future session.

References and Acknowledgements

2013-14 Student Behavior Code. Policy JCDA Greenville County Schools.

Academic Honesty. IB Organization. September 2007.

The IB Learner Profile. International Baccalaureate Organization. 2013

Academic Honesty in the IB. Jude Carroll. International Baccalaureate Organization, July 2012.