

ACADEMIC HONESTY POLICY

Our IB learner profile states:

Principled: IB students act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of individuals, groups and communities. They take responsibility for their own actions and consequences that accompany them.

ACTION STEPS FOR PLAGIARISM, COPYING, AND CHEATING:

Step 1— The teacher will confer with the student privately about the matter and obtain corroborating evidence (see IB policy above).

Step 2—Teacher notifies their respective administrator and must enter the incident into SILK (it is important to keep track of student incidents of academic dishonesty)

Step 3—If deemed necessary, a meeting between the teacher and administrator will occur.

Step 4—Next steps and results, including consequences/disciplinary action will be determined after evidence has been reviewed and meetings have occurred

PLAGIARISM:--ALL students need to be made aware of these definitions and the associated consequences at the start of each school year,

DEFINITION

Plagiarism is the intentional or unintentional presentation of another person's ideas or wording as one's own. The presentation may be in writing, in speech, or through electronic media. Any of the following is an act of plagiarism:

- Failing to acknowledge the source of an idea, fact or phrase that clearly comes from an identifiable source rather than from common knowledge or common phraseology.
- Failing to enclose in quotation marks (or otherwise indicate the verbatim nature of) the statements, phrases or distinctive terms of a printed source, whether or not the source is acknowledged.
- Making only slight changes in wording so that the passage is not copied word for word is not an acceptable substitute for a clear indication that a verbatim quotation is being used.

PRECAUTIONS

In order to avoid plagiarizing materials, observe the following guidelines:

- *When summarizing or paraphrasing the ideas of another person, document or website, properly credit the source by using parenthetical documentation, end notes or footnotes.*
- *When using the actual words of another person, document or website, use quotation marks around the material and include proper documentation for the citation.*
- *When revising your work, avoid extensive revisions by other people unless given permission by your instructor. It is certainly permissible to solicit the reactions of readers to your work and to incorporate their suggestions as you revise, but remember that **YOU** are responsible for composing and editing your own work. Your teacher can help you best when he/she has the opportunity to see your best effort, after appropriate revision.*
- *When paraphrasing or summarizing information that is common knowledge, it is not necessary to use citations.*
- *When accessing information from the internet, treat it as any other published source. Record everything you need to properly document the information. Be careful when using cut/paste function as proper citation is needed.*

- When you are in doubt about use of any source, consult your teacher.

PROCEDURES FOR DEALING WITH PLAGIARISM

- Students at Sumner Academy will be advised of these definitions and precautions regarding plagiarism.
- Students are responsible for understanding what plagiarism involves and how it can be avoided.
- If a student is suspected of plagiarizing material, the teacher will confer with him/her privately about the matter, presenting corroborating evidence. The student has the opportunity to respond to the teacher's evidence.
- Teacher shall initiate the Action Steps below prior to any further action.

INTELLECTUAL PROPERTY:

DEFINITION

Intellectual property (IP) refers to creations of the mind: inventions, literary and artistic works, and symbols, names, images, and designs used in commerce.

IP is divided into two categories: Industrial property, which includes inventions (patents), trademarks, industrial designs and geographic indications of source; and Copyright, which includes literary and artistic works such as novels, poems and plays, films, musical works, artistic works such as drawings, paintings, photographs and sculptures, and architectural designs. Rights related to copyright include those of performing artists in their performances, producers of phonograms in their recordings and those of broadcasters in their radio and television programs. (taken from World Intellectual Property Organization. <http://www.wipo.int/about-ip/en/>)

PRECAUTIONS

Students need to properly cite any form of intellectual property including but not limited to patents, designs and creative expressions in the form of literature, art or music. This protects the creators of intellectual property and also protects students from possible legal proceedings for illegal downloads or other uses. Particular attention should be paid to information found on the Internet as students are not free to use this information without proper attribution. (adapted from IB Ethical Practice document, 1.3)

USE OF FABRICATION OF DATA:

Fabrication of data is a further example of malpractice. If a student manufactures data for a table, survey or other such requirements, this will be interpreted as an attempt to gain an unfair advantage in an assessment component. Consequently, the teacher or IB award committee will find the student guilty of malpractice and he/she will not receive credit for the task. Using authentic data is a matter of academic honesty.

(from IB Ethical Practice document), 2.7)

INTERNET USAGE:

Any information taken from a website must be cited with the URL and the other elements required from a style book. This includes maps, photographs, illustrations, data graphs and any other Internet sources. Students must record the addresses of all websites from which they obtain information during their research, including the date when each website was accessed. Stating just the search engine is not acceptable. The latest edition of MLA does not require URL's; however, it is an IB requirement. (adapted from IB Ethical Practice document, 2.2)

COLLABORATION VS COLLUSION:

Collaboration may be loosely defined 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.” (from IB Regulations). Collusion is the production of similar work on a project by more than one student when the assignment is to be completed individually. This means that the abstract, introduction, content and conclusion and any other parts of a piece of work must be written in each student’s own words and cannot therefore be the same as another student’s. This holds true even if the work may be based on the same or similar data. (adapted from IB Ethical Practice document, 1.4, 2.5)

DUPLICATION OF WORK:

The presentation of the same work for different assessment components and/or diploma requirements is a duplication of work and therefore constitutes malpractice. For example, if a candidate submits the same or a very similar piece of work for history internal assessment and for an extended essay in history, this would be viewed as malpractice. However, it is perfectly acceptable for a candidate to study one aspect of a topic for internal assessment and another aspect of the same topic for an extended essay. (from IB Ethical Practice document, 2.6)

**Please note that Academic Dishonesty/Cheating is a Class II offense in the USD 500 Code of Conduct, pg. 15. “Academic dishonesty: cheating, copying, forging signature of teacher and /or parent, plagiarizing, or altering records, or assisting another in such actions.” A penalty for any instance of academic dishonesty could include the possibility of a discipline referral.*

PENALTIES FOR PLAGIARISM, COPYING, AND CHEATING:

- If, in the teacher’s judgment, the occurrence of plagiarism was not intended to be deceptive, the student may be given the opportunity to redo the assignment and receive credit at the teacher’s discretion.
- Consequences for these actions will be determined after administration has met with students, parents, and teachers.
- Copying homework: When it is apparent that a student has copied a homework assignment from another student, both students may receive a reduced grade for the assignment or a disciplinary consequence, as deemed appropriate by administration.
- Cheating on tests: When it is apparent that a student is cheating or has cheated on a test, the student may receive a reduced grade for the assignment or a disciplinary consequence, as deemed appropriate by administration.
- Plagiarizing or copying major assignments: If a student is found to have copied any part of a major assignment, such as a composition, book report, special project, creative writing assignment, lab report, math portfolio assignment, etc., the student may receive a reduced grade for the assignment or a disciplinary consequence, as deemed appropriate by administration.