



Park Center Senior High School

IB Academic Integrity Policy



Purpose

Academic integrity promotes personal integrity and good practice in teaching, learning and assessment. We expect students and teachers alike to practice academic honesty. Several IB Learner Profile attributes encourage academic integrity, including:

- **principled** — We act with integrity and honesty, and take responsibility for our actions
- **communicators** — We express ourselves confidently and creatively, and collaborate effectively
- **knowledgeable** — We explore knowledge across a range of disciplines
- **inquirers** — We develop skills for inquiry and research, and know how to learn independently and with others

Definitions

"We live in an age in which we are all flooded by information and opinions. How can we help students navigate these waters so that they are able to confidently talk or write about what they are learning, making visible and explicit how they have constructed their ideas and what views they have followed or rejected? This is essentially what academic integrity is: making knowledge, understanding and thinking transparent" (IBO 2014).

Academic dishonesty or malpractice for MYP and DP students, includes:

- A. **plagiarism** — the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment; this also entails using Artificial Intelligence (AI), essay-writing services (ghost-written or purchased essays) offering assistance in writing essays or other assessment materials as well as the falsification or inventing fictitious data for an assignment
- B. **collusion** — supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another (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. Collusion occurs when a student uses fellow learners or Artificial Intelligence [AI] as an unattributed source.)
- C. using unauthorized material or resources, including AI, during a quiz, test, or other assignment
- D. sharing the content of quizzes and tests with other students

Academic dishonesty or malpractice for DP students, in particular during exams, includes:

- E. duplicating work to meet the requirements of more than one assessment component
- F. taking unauthorized material into an examination room
- G. disruption of an examination by an act of misconduct, such as distracting another candidate or creating a disturbance
- H. exchanging, supporting, or attempting to support, the passing on of information that is or could be related to the examination
- I. failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination
- J. impersonating another candidate
- K. theft or photography of examination papers
- L. obtaining or seeking to obtain, disclosing, sharing or discussing the content of an examination paper with a person outside the immediate school community either at any time before the start of an examination or within 24 hours after the examination has ended

Role of School

It is the responsibility of the school to ensure that students understand academic integrity, receive guidance on how to practice academic integrity, and know the consequences of malpractice. In cases of suspected malpractice, the school will be fair and consistent. It will also promote family awareness of academic integrity. Park Center fully supports the IB in the prevention, detection, and investigation of malpractice in the Middle Years Program and Diploma Program. When teaching academic integrity to our students, we recognize the importance of international-mindedness in taking into account their many cultural and language backgrounds.

Role of Teachers

A. Teaching good practice

All teachers are responsible for consistently:

- helping students understand what academic integrity is and why it is important
- helping students learn definitions of cheating, plagiarism, collusion, and misconduct
- showing students how to abide by the rules of academic integrity
- showing students appropriate conventions (e.g., MLA or APA) for citing and acknowledging original authorship
- showing and encouraging students how to use AI responsibly and appropriately
- giving students opportunities to practice and to learn how to use other people's work in support of their own
- modeling good practices of academic integrity
- promoting ethical research skills
- encouraging students to develop their own voice and ideas
- collaborating with the media specialists on developing responsible use of IT, library resources, and citing works properly

B. Detecting and reporting academic malpractice

All teachers are responsible for consistently:

- confirming that, to the best of their knowledge, all work accepted is the authentic work of each student (Teachers are encouraged to use online services that detect plagiarism and use of AI.)
- following — in the case of Diploma Program courses — the guidelines of the IB when authenticating the work of candidates and report suspicions of malpractice to the coordinator

Role of Students

To show and encourage academic integrity, IB learners are responsible for:

- being honest in presenting all of their work
- acknowledging help from AI, parents, other students, and friends
- knowing what constitutes cheating, plagiarism, collusion, and misconduct
- knowing how to abide by the rules of academic integrity
- using AI responsibly and appropriately
- saying “no” to students who want to copy their work
- understanding that their teachers value their ideas and want them to present ideas using their own language and voice
- understanding the teachers’ guidelines for group and individual work
- understanding and using technology and media center resources properly
- acknowledging resources in appropriately cited bibliographies
- seeking guidance from teachers when unsure how to follow rules of academic integrity

Role of Students’ Families

It is important that our students’ parents and guardians are familiar with our academic integrity guidelines as well as the consequences for academic dishonesty as outlined by Park Center’s behavior expectations in the student handbook. In addition, parents and guardians can support students by encouraging them to exhibit respect, integrity, and responsibility as they strive to become principled learners and citizens. Parents and guardians should encourage their students to talk to their teachers if they have questions on how to follow rules of academic integrity.

Communication of Policy

This policy is available to students, parents, and staff on our school website. The policy will be communicated to students through their subject-area classes and will be referenced by their teachers when appropriate.

Consequences of Malpractice

Consequences for academic misconduct are addressed by Park Center’s behavior expectations in the student handbook, which may include a behavior referral from staff to the administration, a learning opportunity with an administrator, including the completion of the Academic Misconduct Learning Packet, parent contact, and/or detention.

Instances of malpractice for Diploma Program candidates will be reported to and investigated by the IB with cooperation by school administration, the IB coordinator, and the teacher(s) and student(s) involved.

In the Diploma Program, an investigation will take place when:

- a coordinator informs the Assessment Division, IB Global Centre, Cardiff, that academic misconduct may have taken place during an examination
- an IB examiner reports possible plagiarism or collusion, or when
- a sample of assessment material randomly submitted to plagiarism detection software(s) (by the Assessment Division, IB Global Centre, Cardiff) reveals that the work of a candidate may not be entirely authentic

After the IB starts an investigation the coordinator is informed (who in turn informs the head of school) and if an allegation of misconduct is established, a penalty will be applied. If it is decided that no breach has occurred, the subject will be released in the normal way.

Document Review

Relevant staff will review this policy annually. Updated April 15, 2026.

Bibliography

Academic integrity policy, February 2026

Academic honesty policy. Fridley Public Schools, 2009

Diploma Programme Assessment Procedures, 2026

General Regulations: Diploma Programme, March 2011

MYP: From principles into practice, October 2023

Program standards and practices, November 2024