



Cardinal Carter Catholic High School Academic Integrity Policy



Academic integrity must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It consists of values and skills that recognize the importance of developing personal integrity as well as good practice in teaching, learning and assessment.

Cardinal Carter Catholic High School (CCCHS) places great value on the ethical qualities of personal integrity and academic integrity, which is expected of all members of the school community. The responsibility of the community, with respect to honoring these values and ensuring that IB standards are being met, is addressed throughout the duration of the student's study of the IBDP Programme at CCCHS. It is a goal of this school to promote good academic practice and consistent standards to avoid incidences of academic dishonesty.

Students pursuing the IB Diploma Programme at CCCHS, as well as all the students at CCCHS, are expected to be inquirers who nurture their curiosity while developing skills for inquiry and research. This is guided by the ethos of being principled. The ***IB Learner Profile*** guides the expectations and practices of our ***CCCHS Academic Integrity Policy***. Also, the ***IB Documents: Academic Integrity (2019)*** and ***Access and Inclusion Policy (2018)*** form the underpinning of the school's academic honesty policy. Our students are expected to be inquirers who nurture their curiosity while developing skills for inquiry and research. They are also guided by the ethos of being principled. Our students must act with integrity and honesty and must take responsibility for their actions and their consequences.

It is the policy of Cardinal Carter Catholic High School that:

- All Diploma Programme students understand the basic meaning and significance of academic honesty
- All work produced by the Diploma Programme students is their own, authentic work
- All authentic work has the ideas and words of others fully acknowledged
- Students understand the difference between collaboration and collusion, and that it is unacceptable to present work arrived at through a process of collusion
- The policy refers to all assignments completed in school and at home

The aim of the Cardinal Carter Catholic High School Academic Integrity Policy is to:

- Promote good academic practice and a school culture that actively encourages academic honesty
- Enable students to understand what constitutes academic honesty and dishonesty

- Encourage students to seek advice from their teachers, supervisors and the IB Coordinator for support when completing assessed work in order to prevent any possible form of dishonesty
- Ensure that students understand the importance of acknowledging sources accurately and honestly
- Impart to students that plagiarism is a serious academic offense
- Explain to students precisely what penalties will be imposed should they be found guilty of academic dishonesty.

Categories of “academic dishonesty” include but are not limited to the following:

- **Plagiarism:** presenting someone else’s words or ideas as one’s own.
 - Submit an assignment that is completed by another and claim it as one’s own
 - Incorporate large segments of someone else’s work and only use connecting sentences without reference to the source
 - Copy sections from the Internet without referencing the particular source
 - Directly copy another person’s re-write of an assignment as in the case of a parent/guardian, tutor or ghostwriter

NOTE: With easy access to information that the internet provides to all, the work that students submit to be assessed is subject to close scrutiny at all times. Students should expect to be asked and prepared to answer questions about their work, particularly when a piece of work submitted is, in any way, inconsistent with the student’s previous submissions.

- **Collusion:** helping another student to be academically dishonest
- **Misconduct during examination:** communicating with another student in an exam; bringing unauthorized material (for example, an electronic device other than a permitted calculator, notes, a mobile/cell phone) into an examination, regardless of whether any attempt is made to use that material.

Roles and Responsibilities

Responsibilities

The educational process in each IB World School involves the administration and staff of the school, the IB candidates and the parents of the students participating in the IB DP Programme. Part of the educational process includes adherence to and enforcement of all the school policies. The **CCCHS Academic Integrity** policy is one such policy and the school administration team, staff, students and parents must all be familiar with and accept the principles of this policy.

It is the responsibility of Cardinal Carter Catholic High School IB School to:

- Provide a supportive, well-informed and caring environment for the students who are enrolled in the IB DP Programme and attend the school
- Provide training for the Head of School and other administrative staff whom the school deems needs knowledge of the IB DP Programme
- Provide a trained staff member who will assume the role of the IB DP Coordinator.
- Provide training to teachers who wish to participate in the delivery of the IB DP Programme. Also, the teachers must be retrained at times in order to be fully knowledgeable about the tenets of the IB DP Programme
- Provide informative meetings for the parents to impart at these meetings all the policies and relevant material needed for the delivery of the IB DP Programme.
- Provide meetings with the staff and students in which all the policies of the IB DP Programme are presented and discussed between the students and staff of the school.
- Provide a secure and safe storage area which would hold the exams and other confidential material relevant to the IB DP Programme.

It is the responsibility of the Cardinal Carter Catholic High School IB DP Coordinator to:

- Inform candidate and parent/guardian about the ***CCCHS Academic Integrity Policy***. Both the candidate and parent/guardian will be expected to sign a waiver of acknowledgement with respect to the policy.
- Introduce information sessions in the Cardinal Carter Catholic High School Pre-IB years which will inform students what academic honesty is and the policy of the school. This is done through orientation sessions in the Library as well as during the teaching done in English classes.
- Organize and deliver information sessions, in collaboration with the teacher librarian, during both years of the IB Diploma Programme to reinforce the importance of academic honesty and consequences. Sessions will be of a preventative nature in order to educate students about locating reliable sources, paraphrasing and acceptable citation styles.
- Ensure that software programs such as *Turnitin.com* and *Turnitin Draft Coach* that aid in the detection of academic dishonesty, are available for the staff and students in the IBDP Programme.
- Program time for the teachers to have activities that teach students the ethics of and the practical knowledge of all aspects of academic integrity which also ensures that students are familiar with the use of software resources such as *Turnitin.com*. and *Turnitin Draft Coach*
- Ensure that exams are securely locked up in a secure storage area until needed.
- Inform students of all rules regarding exam procedures.
- Report any suspected malpractice to the IB.
- Inform the candidate and parent(s)/guardian(s) (if student is not of legal age) if the candidate is under investigation by IB for possible malpractice.

- Develop a timetable for staff to go over all school material which references academic honesty, such as the **CCCHS Academic Integrity Policy**, the school **Student's Planner and Guide**, and the **IB Academic Integrity Paper (2019)**.

It is the responsibility of each Cardinal Carter Catholic High School IB DP subject teacher to:

- Teach and convey ideas about how knowledge is obtained and what and how the student's role fits into the building up of knowledge and understanding.
- Create a supportive learning environment in which students can acquire the skills necessary for their educational goals.
- Make sure that the topic of academic integrity is part of the teacher's curriculum design. This should be done at the start of the student's academic process in the IB DP Programme.
- Confirm, to the best of their knowledge, that all work submitted by the student is authentic and original. Students should submit work using detection software such as *Turnitin.com*
- Model academic honesty and show the connection between it and the IB Learner Profile in each subject.
- Warn candidates about the consequences of violating the Academic Integrity Policy.
- Develop classroom lessons which focus on teaching what constitutes academic integrity.
- The EE mentor will include as part of the CCCHS EE Calendar of Deadlines, lessons on academic integrity. These classes should occur in the early part of the two year students' IB DP tenure. Classes should be held on the proper use of *Turnitin.com* and *Turnitin Draft Coach* detection software as well as the dates when written work is to be submitted for process through this resource.

It is the responsibility of each Cardinal Carter Catholic High School IB DP candidate to:

- Be aware and abide by the requirements of the IB DP Programme. This includes knowing the salient points of each IB DP Programme policy, and the school policies.
- Be aware of and abide by the expectations and guidelines of all IB subjects and of the Central Elements of the IB Diploma Programme, of the Extended Essay, The Theory of Knowledge course and of CAS.
- Ensure that all work submitted for assessment is authentic and correctly acknowledged. This includes but is not limited to following: reference books, internet, DVD's, blogs, emails, journals, online databases, charts, graphs, images and data.
- Ensure that on collaborative assignments, the final work submitted is produced independently and written in the student's own words.

- Take responsibility for their actions and seek help from the subject teacher, teacher librarian or IB Coordinator when needed.
- Be familiar with the Student Profile which advocates that students should be “principled”, have a “strong sense of fairness, justice and respect for the dignity of the individual, group and communities”.
- Adhere to the tenets of the **CCCHS Integrity Policy**. All work submitted by the students must be done in an honest manner and show that, in all referenced work, the proper use of citation is made as well as adherence to the strictures of detection software is maintained.
- Be attentive to and adhere to the policies of academic integrity as expressed in the school’s **CCCHS Academic Integrity Policy**, the school **Student’s Planner and Guide**, and the **IB Academic Integrity Paper (2019)**.

The rights and responsibility of Cardinal Carter Catholic High School Parents/Legal Guardians

- Parents/Legal Guardians should create a proper learning environment for their wards.
- Parents/Legal Guardians should support the scheduling of the work that the student has to fulfill.
- Parents/Legal Guardians should establish and maintain an environment which encourages good communication between the school administration, staff and their child.
- Parents/Legal Guardians should be informed at school/parent meetings of all the requirements of the IB DP Programme.
- Parents/Legal Guardians should encourage students to seek help from their teachers once difficulty is experienced.

Procedures for Investigating Suspected Cases of Academic Dishonesty

Student Academic Misconduct

Student misconduct as defined by the **IB Academic Integrity Document (October 2019)** is a “deliberate or inadvertent behaviour (on the part of the student) that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment.”

If a student is suspected of academic dishonesty, the teacher will notify the IB Coordinator. A meeting will be held at which time both the student and teacher will present their case. Parents will be notified that this meeting will take place. Students are expected to bring all rough work (if appropriate) to this meeting.

Documents in effect will be the ***IB Publication: Academic Integrity, (2019)***, ***IB Publication: Access and Inclusion Policy (2018)***, ***York Catholic School Board Assessment and Evaluation Policy (2011)***, ***Cardinal Carter Catholic High School Agenda Book***, ***Cardinal Carter Catholic High School Assessment Policy*** and the ***Cardinal Carter Catholic High School IB Course Calendar Handbook***.

If it has been decided that the incident was not a case of academic dishonesty, no record will be kept.

If academic dishonesty is proved, the following steps will take place:

1. Parents and administration will be notified.
2. If a work has been found to be plagiarized, or cheating has been proven, a mark of zero will be given for that assignment, test or examination as per our school and board policy.
3. If collusion has been proven, both students will face the same penalty.

Note: IB does distinguish between collusion and collaboration; and admits it is a fine line, in particular with internal assessments where collaboration is encouraged and expected. IB notes that "intent" of student will often determine the difference between the two. The guiding principle here must be for students to DO THEIR OWN WORK, regardless of the assessment or process used.

4. If the work in question is to be externally moderated by IB, it will not be accepted.
 - a. If time allows, the student will be given one opportunity to submit a new piece of work in its place.
 - b. If there is not enough time to re-submit, the student's work will not be submitted, and therefore will receive a non-mark for that subject, thus nullifying their IB Diploma
5. If a pattern of academic dishonesty develops, the student in question will be removed from the IB DP program.

Rights of the Cardinal Carter Catholic High School IB DP student:

- It is the responsibility of the school to ensure that the staff, students and parents/guardians have an understanding of the IB expectations regarding academic integrity.
- Students must be informed prior to starting the CCCHS IB DP Programme of the tenets of the ***CCCHS Academic Integrity Policy***.
- Students are provided with a supportive environment which creates an atmosphere of understanding and aid in developing skills necessary for good academic practice.
- Students need to be taught the technical skills needed for proper research. At the same time they need to develop an ethical attitude to their learning process regardless of whether it pertains to technical skills or otherwise.
- In cases of breaches to the academic policy, the student has the right to petition the accusation but must adhere to the IB and to the school's strictures regarding academic

misconduct. The steps taken by the school and IB in cases of academic misconduct are outlined in the ***Academic Integrity Document (2019) pp. 24-26*** and in this ***CCCHS Academic Integrity Policy***.

Policy Availability and Review

The ***CCCHS Academic Integrity Policy***, along with other school policies, is available in the IB Office

The ***CCCHS Academic Integrity Policy*** supports the responsibility of all teachers, students and parents in maintaining the rigor of its philosophy. This policy is reviewed annually at an IB staff meeting. It is also promoted by the Librarian of the school during their workshops with the students. It is the responsibility of the IB coordinator and subject teachers to ensure that the principles of the ***CCCHS Academic Integrity Policy*** are followed

Resources

IB Publication: ***Academic Integrity, (2019)***

IB Publication: ***Access and Inclusion Policy, (2018)***

York Catholic District School Board: ***Policies and Guidelines, (2015-2016)***

York Catholic District School Board: ***IB Handbook, (2015)***

IB Publication: ***Academic Honesty in the IB Educational Context, (2014)***

Date of Last review: September 23, 2022

Acknowledgement of Cardinal Carter Catholic High School Integrity Policy
(to be signed by Parent/Guardian and Student)

I have read and fully understand the ***Cardinal Carter Catholic High School Academic Integrity Policy***.

I agree to adhere to and uphold this policy as a candidate student registered in the IB Programme at Cardinal Carter Catholic High School

Candidate

Name: _____

Signature: _____

Date: _____

Parent/Guardian

Name: _____

Signature: _____

Date: _____