

Hardaway High School Academic Integrity Policy

I. Purpose of Policy

- A. Students at Hardaway High School are expected to strive to embody the IB Learner Profile traits. With regard to academics, they should strive to be knowledgeable, inquisitive, thinkers, but especially try to be principled. Principled learners uphold the highest standard of academic honesty, making sure to be honest, trustworthy, and reliable and take responsibility for their actions as well as the resulting consequences.
- B. Every student has the right to pursue an education free from the problems caused by any form of intellectual dishonesty. This Honor Code is intended to clearly communicate the expectations of academic honesty for the IB Program. Each student and parent are expected to sign an agreement that they have read and will adhere to the terms stipulated in this document; the agreement will be kept on file for every student. This Honor Code will also be posted on the Hardaway website.
- C. Adherence to intellectual property rights and guidelines of authentic authorship are expectations within the IB program at Hardaway High School. A student's failure to adhere to guidelines and expectations about authenticity of their work and/or engaging in acts of plagiarism will be dealt with according to the section of this policy that explains consequences for an infraction thereof.

II. Defining Academic Misconduct

The International Baccalaureate Organization defines **misconduct** as “behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage...” and includes but is not limited to:

- A. **Falsification of Data** – manipulation or changing of information in order to achieve a desired result or to complete an assignment in lieu of actual data collection.
- B. **Plagiarism** – the representation of the ideas or work of another person/entity as the candidate's own, whether intentionally or unintentionally.¹
- C. **Collaboration vs. Collusion** – collaboration is when students produce work collectively under the supervision and with the full knowledge of the teacher. While many times, students who are collaborating will submit the same work, collusion is the supporting of misconduct by another candidate, as *allowing* one's work to be copied or submitted for another.
- D. **Duplication of Work** – the presentation of the same work for different assignments whether in the same or different courses is not acceptable without explicit permission from the teacher.
- E. **Unethical Usage of AI** – using artificial intelligence (AI) to generate content which is then subsequently turned in as a representation of the student's work either with incomplete, mislabeled, misapplied, or missing citations. This also extends to the usage of generative AI models to generate – from scratch – either in part or in total the work which has been submitted.
- F. *Other Infractions:*

¹ This includes, but is not limited to “different forms of intellectual property rights, such as patents, registered designs, trademarks, moral rights, and copyright. Students must at least be aware that forms of intellectual and creative expression (for example, works of literature, art or music) must be respected and are normally protected by the law.” (MYP: Principles Into Practice, p. 77)

1. taking unauthorized materials (i.e. cell phones, dictionaries, calculators) into an exam, test, quiz or other assessment situation.
2. engaging in misconduct during an exam, test, quiz or any other assignment, including sharing of materials such as calculators or dictionaries.
3. falsifying any records.
4. copying, paraphrasing, reusing or submitting another's work without acknowledging the source, including information from the Internet.
5. receiving or giving of any unauthorized assistance on any form of academic work.

III. The Unacceptable Nature of Academic Misconduct

- A. Misconduct does not level the playing field as it may result in a student receiving the same or a better grade than students who have honestly earned the grade. Such dishonesty could result in the student's grade point average and class rank to be unfairly inflated and thus negatively affecting other students' class rank.
- B. Misconduct misrepresents a student's mastery of the subject to parents, teachers, and colleges.
- C. The additional time required to investigate instances of misconduct reduces the time a teacher has to use for academic instruction, thereby negatively impacting the educational experience of all students they teach.
- D. Pervasive academic misconduct within a school or program creates a culture of mistrust which has a negative impact on the learning environment.
- E. Academic misconduct defeats the purpose of selecting a rigorous academic program in high school, which is intended to build the necessary skills and attributes for success in college and life beyond high school.
- F. Students who have questions regarding whether or not something constitutes misconduct have a responsibility to consult with the teacher prior to submitting the work/assignment.

IV. Details and Advice on...

A. **Student Responsibilities:**

At a minimum, ALL students need to:

1. understand the difference between collusion and collaboration.
2. submit work that is entirely their own.
3. understand what plagiarism is.
4. identify any information in their work that came from another source.
5. abide by ethical standards and guidelines as put forth by Hardaway High School and the IB regarding the usage of AI tools.

The student is ultimately responsible for ensuring that all work submitted for an assessment or an assignment is their own, with the work or ideas of others fully and correctly acknowledged.

- B. **Practical Examples** - conventions for citing and acknowledging original authorship. Further guidance and citation examples can be found at this link - [Effective Citing and Referencing](#).

C. **Teacher Responsibilities:**

1. All teachers should ensure they have thoroughly explained the difference between collaboration and collusion, and the expectations regarding these concepts in their classroom. Teachers should support and act on the school's

policy and provide students with advice. Teachers should also give specific requirements as well as written examples of proper citation of a variety of sources in their discipline area.

2. All teachers need to ensure they are asking students to give credit where they found their information. Teachers should also model the practice by observing the same procedures as students and actively cite their sources when providing reference materials for the students.
3. All teachers should provide guidance with regard to responsible usage of AI tools, including but not limited to ChatGPT and Midjourney, in order to foster a culture that allows students to use these tools to their full potential without creating scenarios that call into question academic honesty.

D. School Responsibilities:

1. The school will provide support if students do not understand academic misconduct; all incoming freshmen will be taught the IB Learner Profile traits in their MYP transition class, specifically targeting what a principled learner embodies both in and out of an academic setting.
2. School administrators will ensure that teachers are continually reinforcing understanding of academic misconduct in each classroom.

E. Parent Responsibilities:

1. Parents will be informed each time academic misconduct occurs by the teacher.
2. Parents will explain to their students the importance of originality in their work.
3. Parents can assist their children by reminding them when researching to screenshot pages, take notes documenting what they are reading or watching, creating folders to save websites and to follow the teachers instructions on how to properly cite information.

F. Reteaching Proper Academic Behavior:

1. Measures will be taken to provide education and support. Canvas modules that reteach expectations about academic misconduct are available for teachers and students to use. The modules will teach the student the proper way to cite and use information, about collusion vs. collaboration, and about submitting completely original work that is their own.

G. Reference Guides/Websites for Proper Citations (i.e. Citation Machine, OWL at Purdue, Zotero, MLA, Microsoft Word):

<https://sites.google.com/muscogee.k12.ga.us/hardaway-high-school-media-cen/student-resources/research-resources>

<https://www.edutopia.org/article/innovative-way-deal-plagiarism>

V. Monitoring Academic Misconduct

- A. EVERY teacher will explicitly instruct students on this honor code as well as different types of misconduct that could occur within their particular discipline with regard to the assignments they must complete in that course, this includes appropriate functioning in a virtual learning environment.
- B. Teachers will carefully check student work for any instance of misconduct and research any questionable situation with diligence to determine whether or not students are engaging in misconduct of any kind. This includes examining their own instructions to students, ensuring that expectations were clear with regard to what type of resources and

assistance students may receive for that particular assignment. Teachers may also utilize TurnItIn on assignments to check for plagiarism or the probability of the utilization of AI.

VI. Consequences for academic for all students

Teachers will duly investigate all instances of suspected academic misconduct before proceeding with the protocols below in a timely manner. As it is abbreviated below, L1 offenses are for level 1 penalties, L2 offenses are for level 2 penalties, and L3a/L3b offenses are for level 3 penalties. The severity of each type of misconduct is outlined based on type and the severity of each offense depends on its type. These can be found in the [IB's academic integrity policy](#).

For written and oral coursework/examinations:

A. L1 – 1st offense:

1. Students who are found to have engaged in misconduct for the first time will receive a grade penalty as determined by the teacher on the assignment or assessment.
2. The teacher will counsel the student on the nature and seriousness of the incident in question and take measures to ensure proper understanding of how to avoid misconduct in the future.
3. The teacher will inform parents in a warning letter (written or through email) as to the nature of the incident as well as the grade penalty and reasoning for such.
4. The teacher will enter the incident and parent communication into the Contact Login Infinite Campus.
5. The teacher will submit evidence of misconduct to the coordinator to keep on file.

B. L2 or 2nd offense:

1. Students who are found to have engaged in misconduct for a second time, even in a different class or prior year* will receive no grade earned on the assignment.
2. The teacher will inform parents as to the nature of the incident as well as the grade penalty and reasoning for such.
3. The teacher will enter the incident and parent communication into the Contact Login Infinite Campus.
4. The teacher will submit evidence of misconduct to the coordinator to keep on file.
5. The student will then be assigned detention and/or placed on contract* during which time he/she will complete a Canvas (LMS) module to reteach expectations regarding Academic Honesty.
6. If a student refuses to show for detention, refuses to complete the Canvas (LMS) module, or becomes a habitual offender with regard to the academic honesty policy, the issue will escalate to administration to treat as a discipline issue.

C. L3a/b or 3rd offense:

1. Students who are found to have engaged in misconduct after having been placed in detention and/or on contract*, will receive a grade penalty equating to no grade earned in either the subject concerned or, if severe enough, no grade in “parallel” subjects.
2. The teacher will inform parents as to the nature of the incident as well as the grade penalty and reasoning for such.

3. The teacher will enter the incident and parent communication into the Contact Login Infinite Campus.
4. The teacher will submit evidence of misconduct to the coordinator to keep on file and will refer the student to the administration for disciplinary action.

During an examination:

Offenses of this variety include – but are not limited to – possessing unauthorized materials in the exam room, being disruptive during the examination, removing secure materials from the exam room, and impersonating another candidate. The severity of each type of misconduct is outlined based on type and the severity of each offense depends on its type. These can be found in the [IB's academic integrity policy](#).

D. L1 offense:

1. Students who are found to have engaged in exam misconduct under the offense of possessing unauthorized materials that are surrendered or removed from their possession within the first ten minutes of the exam will be issued a warning letter. Administration or the IB coordinator will inform parents as to the nature of the incident as well as the penalty and reasoning for such.
2. The administrator or coordinator will enter the incident and parent communication into the Contact Login Infinite Campus. Evidence of misconduct will be sent to the coordinator to keep on file.

E. L2 offense:

1. Students who are found to have engaged in exam misconduct under any other offense (i.e., failing to follow instructions or possessing but not using unauthorized materials during the exam) will earn a score of zero for the component of the exam to which misconduct applies.
2. Administration or the IB coordinator will inform parents as to the nature of the incident as well as the penalty and reasoning for such.
3. The administrator or coordinator will enter the incident and parent communication into the Contact Login Infinite Campus. Evidence of misconduct will be sent to the coordinator to keep on file.

F. L3a/b offense:

1. Students who are found to have engaged in exam misconduct under more severe offenses (i.e., impersonation, disruptive behavior, exchanging information with other students, or removing materials from the exam room) will earn a score of zero for the entirety of the exam to which misconduct applies and for “parallel” subject examinations to which misconduct may apply.
2. Administration or the IB coordinator will inform parents as to the nature of the incident as well as the penalty and reasoning for such.
3. The administrator or coordinator will enter the incident and parent communication into the Contact Login Infinite Campus. Evidence of misconduct will be sent to the coordinator to keep on file.

Misconduct threatening the integrity of an exam, investigation, or for forgery/falsification of IB documentation:

This type of misconduct starts at the most severe offense, at level 3a/b. Offenses of this variety include – but are not limited to – gaining access to exam papers prior to the exam date, attempting to influence or intimidate witnesses who have reported misconduct, assisting other

students in misconduct, and sharing exam paper content during the day of or the day following the examination. The severity of each type of misconduct is outlined based on type and the severity of each offense depends on its type. These can be found in the [IB's academic integrity policy](#).

Generally speaking, the offenses will be met with no grade earned/awarded within the subjects that are concerned and may, depending on the severity and circumstances of the offense, result in no grade earned/awarded in “parallel” subjects.

VII. Revision of Work

- A. Revision Opportunities After First Offense: After the first instance of academic misconduct, students should be given an opportunity to revise and resubmit their work. This should be accompanied by a clear explanation of the misconduct and guidance on how to avoid such issues in the future. The revised work will be graded with a penalty to reflect the initial misconduct.
- B. Revision Opportunities After Each Additional Offense: Students who are found in repeated violation of the academic honesty policy herein will be granted revision opportunities only at the discretion of *both* the MYP or DP/CP program coordinator and the teacher under which academic misconduct was discovered. Refusal to submit revised, unadulterated work will result in a possible revocation of the student's status in the program (*see below for information about program participation and misconduct*).

*Hardship, Magnet, & Career-related/Diploma Programme Student Further Consequences

- A. Contracts for academic misconduct will be issued to students who attend Hardaway due to being granted Hardship status, Magnet status, and/or are IBCP/DP students. During a called parent meeting, the nature of the offense will be explained, the student will be counseled on avoiding such issues in the future, and student, parent, and administrator will sign and date the contract that outlines requirements and consequences for future misconduct.
- B. The misconduct contract will be in effect during the two years in each portion of the IB program. Students who are placed on contract during 9th or 10th grade will return to good standing once they are admitted to the IBDP or IBCP in 11th grade. Students who are placed on contract during 11th or 12th grade will be expected to uphold those terms through graduation.
- C. If the student engages in academic misconduct after entering into the contract, the coordinator or administrator will contact a parent and mail a hardship/magnet revocation notice to the family and the school district.