IB MYP Academic Integrity Policy

Purpose

At School for Global Leaders we define academic integrity as a set of values and skills that promotes personal growth and good practice in learning, and assessment. In order to achieve this, we strongly believe in promoting the ten International Baccalaureate (IB) Learner Profile traits, in particular striving to be principled by acting with integrity and honesty (*IB Learner Profile*). Our guidelines enable students to meet this endeavor while taking responsibility for their own actions in an atmosphere of trust and academic freedom.

Through teamwork and an inquiry-based approach, School for Global Leaders strives to develop in each student the Approaches to Learning (ATL) skills. To achieve this, the following areas of academic integrity will be stressed across all content areas:

- Research skills - discussions on how to decide on resources, gather/sort/process data to draw original conclusions, determine when and how to properly acknowledge other's ideas, identify and understand plagiarism.
- Self-management skills - discussions on integrity, self-confidence, self-evaluation and time management skills.
- Social skills - discussions on how to be a great team member, collaboration vs. collusion, and peer-evaluation skills.

Defining Concepts

Academic Integrity vs. Academic Misconduct

The following constitute academic integrity:

- Academic authorship - working to produce genuine and authentic work based on one's own ideas while giving appropriate credit to the ideas and words of others.
- Giving credit where credit is due - properly citing used sources in the MLA format when:
    - Quoting a person or source directly
    - Paraphrasing a person or source
    - Summarizing someone else's ideas.
- Asking your teacher for help when you are unsure.
- Respecting and protecting all forms of intellectual property - the ideas or work of an individual or group, including professionals and students.
- Reporting to your teacher any knowledge of other students engaging in academic misconduct.

Academic misconduct includes, but is not limited to:

- Plagiarism – using someone else's words or ideas without proper citation.
- Cheating - gaining or attempting to gain an unfair advantage during an exam, quiz, or assignment through unauthorized means such as copying from another student's work, using tools or

resources when advised not to, receiving non-permitted assistance from teachers, peers, relatives, online resources etc...
- Duplication of work - Presenting one's same work for different assessment components, classes or assignments.
- Intentionally helping another student to participate in academic misconduct.
- Behaving in a manner that affects the results of another student such as disobeying the instructions of an exam administrator or destroying or stealing the work of another.

Collaboration vs. Collusion

- Collaboration is when two or more students equally participate in creating a product or achieving a shared goal through working in teacher-sanctioned groups. Collaboration is acceptable only when permitted by your teacher.
- Collusion is when two or more students contribute to a piece of work that was designed to be completed independently. Collaborating on an assignment without permission is considered collusion.
- Teachers will provide clear and explicit guidelines regarding collaboration vs. collusion on assignments.

Examples of Conventions for Citing and Acknowledging Original Authorship using MLA

All School for Global Leaders students will be instructed in the use of the Modern Language Association (MLA) citation format to reference sources in their academic writing. The MLA citation format consists of both in-text citations and a works cited page. Listed below are examples and resources to assist with MLA's citations and formatting.

MLA In-Text Citation Example

- If citing a direct quote, copy the quote with quotation marks, then list the last name and page number in parentheses.
    - Example: "In a hole in the ground there lived a hobbit" (Tolkien 1).
- If citing a direct quote and using the author's name in the sentence, copy the quote with quotation marks, then list the page number in parenthesis.
    - Example: According to Tolkien, "in a hole in the ground there lived a hobbit" (1).

MLA Works Cited Resources

- EasyBib
- MLA Formatting and Style Guide / Purdue Writing Lab

Roles and Responsibility in Supporting Academic Integrity

Students:

- Believe in your own ability to overcome obstacles and recognize success is possible.
- Work to produce genuine and authentic work by completing all tasks and assignments to the best of your ability.
- Do not allow others to copy one's work.
- Manage time effectively to minimize temptation to produce dishonest work.
- Follow proper citation rules and referencing according to MLA guidelines.
- Ask for guidance when you are unsure.
- Confirm understanding of academic integrity with signature on student handbook.
- Uphold the guidelines and expectations outlined in the student handbook.

Faculty: (including teachers, counselors, support and paraprofessionals)

- Support students in recognizing and accepting their strengths and weaknesses.
- Encourage students to always try their best.
- Demonstrate and model academic integrity.
- Provide students with explicit instructions and requirements, i.e. specify the types of collaboration that are encouraged and those that are discouraged.
- Teach and make clear the expectations for proper citation according to MLA guidelines.
- Strategically structure testing conditions to promote completion of authentic work.
- Scaffold and sequence larger assignments with specific checkpoints for feedback to enable students to maintain academic integrity.
- Communicate with students, parents, counselors, administrators, with concerns and academic misconduct.
- Teachers, administrators, and counselors involve students in reflection/discussion in the instance of academic misconduct.

Families: (including parents, guardians, and outside support)

- Review student handbook with child.
- Encourage and model academic integrity.
- Be aware of the requirements of assignments.
- Maintain open communication with school staff including teachers, administrators, and other support staff.

It is intention that engaging with the IB Learner Profile attributes, attention to the ATL and thoughtful conversation will support the students in upholding the academic integrity policy; however, should an infraction occur we will use following protocol:

Infraction Protocol:

Classroom teacher will hold students accountable to all of the following consequences to infractions of the Academic Integrity Policy:

- First infraction:
    - 1 on 1 conference with classroom teacher and student about the infraction; policy is reviewed. Classwork will be collected by the teacher and put on file.
    - Within the time frame agreed upon in 1:1 conference, the student can redo the work and resubmit the assignment for full credit.
- Second infraction:
    - 1 on 1 conference with classroom teacher and student about the infraction; policy is reviewed. Classwork will be collected by the teacher and filed with the Dean.
    - Parent teacher conference will be held with the classroom teacher, parent and student about the infraction.
    - Within the time frame agreed upon in 1:1 conference, the student can redo the work and resubmit the assignment for half credit, or receive a zero.
- Third infraction:
    - 1 on 1 conference with classroom teacher and student about the infraction; policy is reviewed. Classwork will be collected by the teacher and filed with the Dean.
    - Parent teacher conference will be held with the classroom teacher, dean and student about the infraction at hand.
    - Student will receive a zero on the task.

Resources

Academic honesty in the IB educational context. 2014

Citation of schools and districts referenced in the writing of this policy:

- Long Beach Middle School
- Bloomfield Hills Schools
- Dobbs Ferry School District
- Sunset Ridge Middle School and the Connecticut IB Academy (CIBA)

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School for Global Leaders will hold a yearly review of the Academic Integrity Policy.