Academic Honesty Policy
International Baccalaureate Diploma and Career
Programme
Lower Richland High School
Last revised August 2019

Philosophy

Academic honesty and the possession of integrity, pride and authenticity of student work is at the cornerstone of the beliefs and values of Lower Richland High School. Within the school's mission statement we purport to develop responsible students. Among our beliefs is character matters; honesty, integrity, and mutual respect are vital. To that end our purpose is to educate each student with the high expectation that assessments in any format will be authentic. To achieve this we focus on educating students through the application of the Learner Profile, particular reference to disciplined. To embody the characteristics of the Learner Profile is to promote academic honesty. Using an inquiry approach promotes authenticity in the development of student work.

Purpose

The Academic Honesty Policy is clearly defined to express the expectations of completion and submission of authentic work. This published document will provide staff, students, parents, counselors, and administrators with a clear delineation of any breach or misconduct define, the roles of each participant to aid in preventing any breach or misconduct, and encourage principled behavior to safeguard the school academic environment.

Definition

Academic honesty requires ownership of the personal responsibility for producing student work, appropriate credit of other's work, and maintain integrity and trust in our school academic environments. The intellectual property of others to include literature, art, music, and written expression is to be respected and used within the boundaries of the law.

The IB organization defines academic misconduct as behavior (whether deliberate or inadvertent) that results in or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment.

Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. Authentic authorship is expressly the thoughts and ideas of the candidate.

Collusion is a form of cheating which occurs when people work together in a deceitful way to develop a submission for an assessment which has been restricted to individual effort.

Any action taken with the intention of obtaining credit for work which is not one's own is considered academic dishonesty. The action may include, but not limited to, the following:

- Submitting another student's work as one's own work.
- Obtaining or accepting a copy of tests or scoring devices.
- Giving or obtaining test questions or answers from a member of another class.
- Copying from another student's test or computer file, or allowing another student to copy during a test or computer program.
- Using materials which are not permitted during a test.
- Presenting as one's own material copied without adequate documentation from a published source.
- Copying or having someone other than the student prepare the student's homework, paper, project, laboratory report, computer program or take-home test for which credit is given.
- Permitting another student to copy or writing another student's homework, project, report, paper, and computer program or take-home test.
- Taking credit in group work where work was not completed by the individual
- Accessing restricted computer files without teacher authorization.
- Copying materials including computer software, in violation of the copyright law.

Roles and Responsibility in Supporting Academic Honesty

Faculty:

- Communicate clarify possible actions resulting in breach or misconduct prior to each assignment.
- Provide instruction on citation (i.e. when to, how to).
- Demonstrate and model academic honesty in presentations, etc.
- Report and record academic dishonesty.
- Use practice of the Diploma Program and ask students to use their signature to indicate authenticity of work.
- Minimize the ability to breach or misconduct the academic honesty policy by developing authentic assessments.
- Communicate with students, parents, counselors, administrators, with concerns and academic dishonesty occurrences.
- Involve students in reflection/discussion in the instance of breach or misconduct via conference with teacher, counselor and administration.

Students:

- Confirm understanding of academic honesty with signature on District Code of Conduct form annually.
- Report persons in breach or misconduct to a school employee.
- Work to earnestly produce authentic work
- Take responsibility for the name on assignment verifying it as your own work and use citations where appropriate.
- When in doubt, ask.

Administration:

- Support academic honesty policy and investigate all counselor/teacher reports of breach or misconduct.
- Ensure that all staff, students, and parents understand definitions, responsibilities, and consequences.
- Ensure the academic honesty policy is enforced consistently.
- Provide staff development and guidance on academic writing and referencing systems that are available.
- Maintain an account with plagiarism detection service (Turnitin.com).
- Make parent and student contact to conference about incidents of breach or misconduct.

Parents, guardians, and/or outside support:

- Read/sign District Code of Conduct form.
- Encourage your child to practice academic honesty.
- Engage in your student's process for completing assignments.
- Attend conferences concerning any breach or misconduct if necessary.

Consequences

Academic breach or misconduct will result in a conference with the student and parents and include a counselor and administrator. Consequence: the instructor has the right to require students to re-do the work, or may offer a different assignment. Consequences may also follow the school guidelines for disciplinary action. Information regarding violations of academic honesty will become part of the student's discipline file. The academic policy remains aligned to the IB academic integrity policy. Use of inquiry and project based assessments with appropriate formative assessments are used to deter academic dishonesty. The coordinator has instituted the software Turnitin.com to combat plagiarism of writing assignments.