

# Huffman Academic Honesty Policy

## Rationale/Purpose

Academic integrity is a guiding principle in education and a choice to act in a responsible way so that others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.

Academic honesty in the IB is a principle informed by the attributes of the IB Learner Profile. In teaching, learning, and assessment, academic honesty serves to promote personal integrity and engender respect for others and the integrity of their work. Upholding academic honesty also helps to ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies. In all of their studies for the Primary Years Program, students must demonstrate academic honesty and avoid any form of academic misconduct. (For more on this topic, see Academic Integrity in the Primary Years Program. [ibo.org](http://ibo.org))

## Academic Misconduct

According to “Academic Integrity”, “The IB defines academic misconduct as deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another student is also regarded as academic misconduct.

According to “Academic Integrity in the Primary Years Program”, misconduct may be accomplished by any means whatsoever, including, but not limited to, the following:

- **Plagiarism:** the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. Copying work is not restricted to published text on the internet or elsewhere, but can include the reuse of work submitted in past examination sessions by the same or other student(s) that might not be published. Copying pieces of art such as paintings and music is also considered plagiarism as is copying computer programming codes. Plagiarism even occurs when students memorize text and then reproduce it in written or oral examinations or when a source is translated and used in the target language of the assessment.
- **Collusion:** supporting academic misconduct by another student. For example, allowing one’s work to be copied or submitted for grading by another; talking, signing or gesturing to another student during an assessment; collaborating on an assignment or assessment that is meant to be completed individually; or posing as another person when submitting work.
- **Duplication of Work:** This is defined as the presentation of the same work for different assessment components and/or diploma requirements. For example, submitting the math internal assessment (or something similar) as the extended essay is not allowable.

- **Misconduct during an examination**, including the possession of unauthorized material
- **Any other behavior that gains an unfair advantage for a student or that affects the results of another student.**

## **Student Responsibilities**

According to “Academic Integrity”, “All IB community members, including students, should aim to achieve and develop the IB learner profile attributes. From a young age, IB students are expected to be able to distinguish between what is right and what is wrong. In the context of academic integrity, one of the most important attributes is to be "principled" and all students participating in IB programmes are expected to act honestly, responsibly and ethically”.

Students are expected to submit authentic, original work that reflects their own learning, analysis, and understanding. When a student uses another’s ideas, writings, or research in written and oral materials and/or artistic products, he/she must give credit.

Students are expected to:

- Strive to produce authentic work
- Report academic misconduct violations to a trusted school employee.
- Strive to produce authentic work.
- Understand that putting his/her name on an assignment certifies it as his/her own work, cited appropriately.
- Minimize academic misconduct temptation by balancing time appropriately.
- If an incident of academic misconduct occurs, either intentional or unintentional, complete a reflection process with the teacher.
- Understand proper citation expectations for assignments (MLA)
- Ask for guidance when unsure.

## **Teacher Responsibilities**

After introducing each of these at the beginning of the school year, teachers will continue to:

- Communicate appropriate collaboration versus collusion with each assignment.
- Guidelines on what constitutes plagiarism, including requirements for citing sources.
- Demonstrate and model academic honesty
- Have students study the connection between the IB Learner Profile traits and the school’s academic honesty policy.
- Explain how an occurrence of academic dishonesty would be reported
- Involve students in reflection/discussion in the instance of academic misconduct.
- Assure that students in their class understand that when they submit a task as their own, they are representing that have not received nor given aid on assignments or assessments.

- Provide opportunities for students to utilize appropriate research practices and model success
- Provide reasonable assignments and appropriate time to complete them
- Break down large assignments and create checkpoints to ensure student engagement and understanding
- Provide clear guidelines on appropriate behavior and processes for group projects, individual assignments and subject-specific assessments.
- Indicate to students when collaboration is acceptable

To minimize the opportunities for students to partake in collusion, misconduct, or academic dishonesty, teachers may

- make sure no student has a cell phone during an in-class assessment
- change seating arrangements during assessments
- use “Go Guardian” during computer assessments
- place desks far enough apart so students can not read each others’ answers
- differentiate homework assignments so students are less inclined to copy a peer’s assignment
- be vigilant while assessments are taking place (walk the room rather than sitting at a desk, sit behind the students rather than in front of the room)
- Librarian will educate students on the ethical and appropriate use of AI technology

### **Administration**

- Be familiar with the IB Academic Honesty policies and documents
- Know the consequences of being found guilty of academic dishonesty
- Establish a school culture that actively encourages academic honesty by emphasizing the IB learner profile
- Confirm that the Academic Honesty policy is shared with all students.
- Serve as a contact point for teachers who are working with students who have engaged in academic dishonesty.
- Explain the Academic Honesty policy to parents at workshops.
- Investigate academic misconduct when necessary
- Provide staff development and guidance on academic writing and referencing systems that are available
- Academic Honesty posters will be provided for each teacher to post in their classroom.

### **Parent Responsibilities**

As stated in “Academic Integrity in the IB”: “In order to support their children and the school, parents must accept that the principle of academic integrity is a fundamental part of the IB’s educational philosophy. Parents should also understand the regulations and policies that the IB expects schools, coordinators, teachers and all students to observe. If they have questions or doubts as to what is expected, parents should be directed to approach the school for

clarification. Schools are advised to encourage parents and legal guardians to take note of the IB's policy on plagiarism, which is the most common form of misconduct".

- Parents should never complete work for a student.
- Parents should talk with their students about balance and help them manage deadlines and workload
- Parents should teach students how to advocate for themselves
- Encourage child to cultivate a culture of academic honesty at home and in school.
- Address concerns of academic misconduct with their child and school personnel if necessary

### **Procedures- reporting, recording and monitoring**

When a teacher has reason to believe that academic malpractice has occurred, the following steps will be taken:

- The teacher will communicate that the Academic Honesty Policy has been violated to the Administration. A committee will review the situation and inform the parents of any misconduct.
- The teacher will investigate the matter with the student(s) involved.

### **The rights and consequences of academic misconduct:**

- All students accused will be involved in the process of investigating academic misconduct.
- Students suspected of academic misconduct will be required, through the teacher or school's administration, to complete a reflection.
- Age appropriate consequences will be administered based on frequency and recurrence of the violation.
- If a student cheats or plagiarizes on work they have turned in, they may receive a zero for the entire assignment and may not qualify for make up of the assignment subject to the teacher's discretion.

### **Digital Citizenship**

It is important to mention that our policy regarding technology is related directly to Academic Honesty in a number of fundamental ways. For example, as a school, we have embraced the notion of good Digital Citizenship, through Common Sense Media lessons, which teaches students how to behave responsibly in a digital world. A key part of teaching and learning how to be a good Digital Citizen is to understand issues such as copyright, rights of authorship, as well as learning proper citation of sources of information obtained from searching the internet. Although the scope of this policy is not as broad as what may be required at the secondary level, it is important to introduce these ideas to students in elementary with concrete examples. One such example is helping students to learn how to properly acknowledge sources of information (from digital as well as print sources) when preparing and presenting their exhibition projects.

This policy shall be reviewed every other year by staff members including administration, the IB coordinator, an IB parent, and teacher representatives from each of the groups.

This policy will be posted on the IB website at [pisd.edu/Huffman](http://pisd.edu/Huffman) and will be distributed widely through the IB World School at Huffman community.

### **Review of Huffman Elementary Academic Honesty Policy**

This policy is updated and reviewed annually by the Huffman Elementary community and remains a fluid document.

Updated June, 2023

The following documents were used to guide the development of our policy:

Academic Integrity, 2019, [ibo.org](http://ibo.org)

<https://www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/academic-integrity-policy-english.pdf>

Daystar Academy, An IB World School

International Baccalaureate Academy Honesty Policy at Plano East