

# ACADEMIC INTEGRITY POLICY

## PHILOSOPHY

The philosophy of academic honesty at Kehoe-France Northshore is to provide guidance to students to make principled decisions. Our students should produce and submit authentic work and take responsibility for his or her own actions. We promote personal integrity in teaching, learning, and assessment. High standards of integrity are expected and work created by students is recognized and celebrated. Working together with administration, staff, students, and parents, we can ensure that all aspects of academic honesty are achieved.

## DEFINITIONS OF TERMS

**Plagiarism** is defined as taking the work of another without citing credit and promoting inaccurate ownership. Examples include, are not limited to copying text (book, website, etc.) word for word, using ideas and thoughts without proper citation, or paraphrasing with minimal word change. The idea of plagiarism is not limited to homework assignments, projects, art, music, dance, or mathematical proof.

**Cheating** is the use or attempted use of unauthorized assistance on, but not limited to any assessment, homework assignment, writing assignment, project, or presentation.

### **Collusion versus Collaboration**

**Collusion** is conspiring with another to complete an assigned task when it should be completed independently. **Collaboration** is peers learning and working together to achieve a common goal. For example, we collaborate by sharing ideas to gain understanding about a subject or solve a problem.

**Forgery** is producing a copy of a document, signature, or work of art that is not your own.

**Malpractice** is improper, illegal, or inappropriate activity or treatment by any individual in the learning community, particularly as it relates to gaining unfair advantages for a student in academic work.

**Fabrication** is the creation of false data or citations, this includes verbal mistruths or misleading statements that could lead to academic gains as well as altering a graded assignment.

**Misconduct** is unacceptable or improper behavior that leads to academic gain.

## CONSEQUENCES

Depending on the severity of the infraction and the age of the student, the principal will determine the appropriate consequence based on our school discipline policy located in our family handbook.

## ROLES AND RESPONSIBILITY OF THE STUDENT

### Students in the Primary Years Programme:

- Understand the difference between academic honesty, intellectual property, plagiarism and authentic authorship
- Recognize he or she is personally responsible for academic honesty
- Are principled learners
- Have a responsibility for their own work
- Recognize the responsible use of information technology and media resources

### Students in the Middle Years Programme:

- Ensure all work submitted is authentic or ideas of others are fully credited and acknowledged by using a works cited page and in-text citation using **MLA format**.

### Examples of Citations include but not limited to -

**Website:** Last name, First name of author. "Title of Web Page." *Title of Website*, Publisher, Date published, URL.

**Book:** Last name, First name of author. *Title of Book*. Publisher. Year published.

**Textbook:** Last name, First name of the author or Last name, First name, editor. *Title of the Textbook*. Version, Publisher, Year published.

**Film/Online Video:** Last name, First name of the creator. "Title of the video or audio." Title of the Website, role of contributors and their First name, Last name, Version, Numbers, Publisher, Publication date, URL.

**Newspaper Article from a Website:** Author's Last Name, First Name. "Title of Article: Subtitle if Any." Title of Website, Date of Publication, URL. Accessed Day Month Year site was visited. Note: If the author's name is not listed, begin the citation with the article.

**In-text Citation:** Use the author's last name and the page number from which the quotation is taken, for example (Johnson 172). If the source does not have page numbers, do not include a number in the parenthesis. If the source does not have an author, use the title with the page number.

- Use the plagiarism checker for all Google assignments including documents and slides
- Take ownership of learning by asking for clarification or seeking help when needed
- Have digital responsibility in researching and communicating with information technology and media resources
- Are principled learners
- Lead by example
- Hold peers accountable to the same academic honesty standards
- Read, sign, and adhere to the academic honesty policy

## **ROLES AND RESPONSIBILITY OF THE TEACHERS**

- Clearly communicate expectations and consequences of the academic honesty policy to students and parents
- Model academic honesty for students
- Provide guidelines for individual and group work
- Apply age-appropriate expectations regarding references, citations, quotations and paraphrasing for Primary Years Programme (PYP) students
- Purposefully monitor the academic environment and celebrate principled student behavior
- Understand and implement the academic honesty policy and enforcements fairly and consistently
- Report academic dishonesty to the principal
- Maintain current classroom materials including, but not limited to: homework, class work, quizzes, tests, exams, essays, and projects
- Teach research skills; when and how to cite sources for Middle Years Programme (MYP) students
- Attend training in teaching academic honesty to students (training will be provided by the school)

## **ROLES AND RESPONSIBILITY OF THE PRINCIPAL**

- Monitor and clearly communicate expectations and consequences of the academic honesty policy to staff
- Provide teachers with materials and the training necessary to guide students in maintaining academic honesty
- Ensure the academic honesty policy is administered and enforced fairly and consistently
- Model and promote academic honesty as part of our school culture

## **STATEMENT OF REVISION**

Our academic honesty policy will be posted in the family handbook and on the school's website. During annual review, formal revisions will be considered, and feedback will be obtained from all appropriate stakeholders.