



## Academic Honesty Policy

### Introduction

Trinity Catholic School's Academic Honesty Policy is consistent with International Baccalaureate Organization expectations and Trinity Catholic School's Honor Code and Pledge.

Our school defines academic honesty as a set of values and skills based on the IB Learner Profile and Gospel values that promote personal integrity in teaching, learning, and assessment. We believe that in order to achieve this, it is important that we focus on educating our students to be principled, to recognize and celebrate authentic student work, and take pride in promoting student learning through inquiry that includes responsible use of information.

The IB MYP Learner Profile attributes are an important tool which can be used to emphasize the concept of Academic Honesty:

Principled:	Have integrity to give credit and cite sources.
Risk Taker/Courageous:	Always do your own work and remember that helping is much different from giving answers.
Thinker:	Think about how to share information in a way that is truly your own.
Inquirer:	Ask for help when needed.
Open Minded:	Think about how to give credit to others by always citing sources.
Communicator:	Use your own voice when writing.
Balanced:	Use your time management skills so you are not tempted to cheat.
Caring:	Respect others' work by only turning in what is truly yours.
Reflective:	Think often about honesty.
Knowledgeable:	Learn and correctly use citations.

In exercising academic honesty, students cite the ideas of the sources used in their academic work, behave appropriately during testing, adhere to all school and IBO regulations and procedures and avoid situations which could lead to the academic misconduct of another student.

### Teaching the Academic Honesty Policy

It is the responsibility of all staff members to teach and reinforce the academic honesty policy in all subject area groups. Introductory lessons will be taught at the beginning of each instructional year. The purpose will be to explain the importance of academic honesty and how to avoid academic malpractice (using MLA). Subject area groups will review the policy as needed such as when the students are conducting research. It is also important to note that the academic honesty policy will be continually reinforced in the Design courses as students learn how to be digital citizens.

### Clarification of Academic Misconduct

At Trinity Catholic School, the MYP Academic Honesty Policy focuses on prevention and promoting good practice. It is our goal for the entire school community to view the principles of the Academic Honesty Policy positively.

Academic misconduct can be intentional or unintentional. Sometimes the student’s intention was not to be dishonest, but the decisions and/or actions were not carefully considered, and thus, academic misconduct resulted. This is why it is imperative that prudent decision making and extreme caution are exercised when students are completing work.

At Trinity Catholic School, academic misconduct includes, but is not limited to, the following:

#### Cheating

<b>IB Definition</b>	Behavior that gives an unfair advantage e.g. saying you have turned in an assignment when you did not, using cheat sheets, electronic devices, fabricating information trying to earn more time or credit on an assignment, project, or exam, and communicating with others during an examination, quiz or other assessment.
<b>Examples</b>	<p>Misrepresenting yourself on a summative task such as saying you have turned in an assignment when you did not.</p> <p>Using restricted material during assessment task/eAssessment, such as cheat sheets, or electronic devices.</p>

	<p>Leaving the room during an assessment task/eAssessment and using restricted materials prior to returning.</p> <p>Fabricating information to try to earn more time or credit on an assignment, project, or exam.</p>
<b>To Avoid Cheating:</b>	<p>Leave all electronic devices in your locker when taking an assessment/eAssessment. Avoid talking to or looking at classmates during an assessment. Be a principled human being and tell the truth.</p>

**Collusion**

<b>IB Definition</b>	<p>Supporting academic misconduct by another student, as in allowing one’s work to be copied or submitted for assessment by another.</p>
<b>Examples</b>	<ul style="list-style-type: none"> <li>● You let another student copy from your homework.</li> <li>● The teacher gives a lab to be completed individually and you work with other students but submit the work with only your name on it.</li> <li>● Working with others without permission or is the product of two or more students working together without official approval</li> <li>● In an exam, test or quiz, you share your answers with other students taking the same exam, test or quiz.</li> <li>● You are allowed to take an exam, test or quiz earlier than your peers and you share the material with them.</li> </ul>
<b>To Avoid Collusion:</b>	<p>Collusion and collaboration both involve the work of multiple people on one final product. However, collusion is unauthorized, whereas collaboration is a preauthorized, intentional, and worthwhile learning experience. Collusion is unacceptable.</p> <p>Always do your own work. If you are unsure, ask your teacher before you ask a classmate.</p> <p>Only work with others in teacher-sanctioned groups with clear assignment guidelines.</p>

## Duplication

<b>IB Definition</b>	Duplication is the submission of the same work for different assessment or curriculum components without an instructor's direct permission, across disciplines or over time. All work should be original unless discussed with the instructor in advance.
<b>Examples</b>	<p>You turn in the same Summer Book Report from last year.</p> <p>You complete a reflection and copy all, or part of it, for reflections in other subjects.</p> <p>You complete a project in Design class, and copy most, or all, of the components for your 8th Grade Community Project.</p>
<b>To Avoid Duplication:</b>	Start a new document whenever you start a new assignment, and avoid copying anything from earlier work. Ask your teacher when you are unsure if you can borrow an idea from a previous piece of work.

## Plagiarism

<b>IB Definition</b>	<p>Intellectual property is defined as ideas or work of another person, including professionals and students.</p> <p>The representation of the ideas or work of another person as the student's own. Presenting as your own (with or without the author's permission) information collected, organized, or written by someone else.</p>
<b>Examples</b>	<p>Presenting as your own (with or without the author's permission) information collected, organized, or written by someone else.</p> <p><a href="#">Using a translator (i.e. Google Translate) on an assignment that is intended to assess mastery of a foreign language.</a></p> <p><a href="#">Using Artificial Intelligence (AI) technology to complete any or all portions of an assignment.</a></p> <p>In the arts, plagiarism can include taking someone's ideas or</p>

	<p>concepts and portraying them as your own.</p> <p>Plagiarism can be both intentional and unintentional, but both are treated the same way.</p> <p>Some examples:</p> <ul style="list-style-type: none"> <li>● Copying an article from a website and not giving credit--but not understanding you had to give credit--is still plagiarism. Always ask your teacher if you should give the original author credit if you are unsure.</li> <li>● Copying and pasting information from a website into your work, and then failing to give the website credit.</li> <li>● Reading an article or other text, taking ideas from it, and then claiming them as your own ideas.</li> </ul>
<p><b>To Avoid Plagiarism:</b></p>	<p>Authentic authorship is the creation of work based on one's own ideas with the ideas and words of others given appropriate credit. It is important to note that students may use resources that support their ideas in authentic authorship, but if they do so, "they must acknowledge the source using a standard style of referencing in a consistent manner" (Handbook of Procedures for the Middle Years Programme: Assessment 2017, 11).</p> <p>If you ever use someone else's words or ideas, give them credit. In the same sentence where you copied their ideas or words, you must mention the author or location where you found the information. Using outside sources makes a better argument and gives your work greater credibility.</p> <p>Paraphrasing is using different words to restate another person's ideas. Paraphrased ideas usually have a sentence structure, style, and vocabulary different from the original author. Paraphrasing is an acceptable way to use a source as long as it is properly acknowledged through the use of citations.</p>

**Citing and Acknowledging Original Authorship**

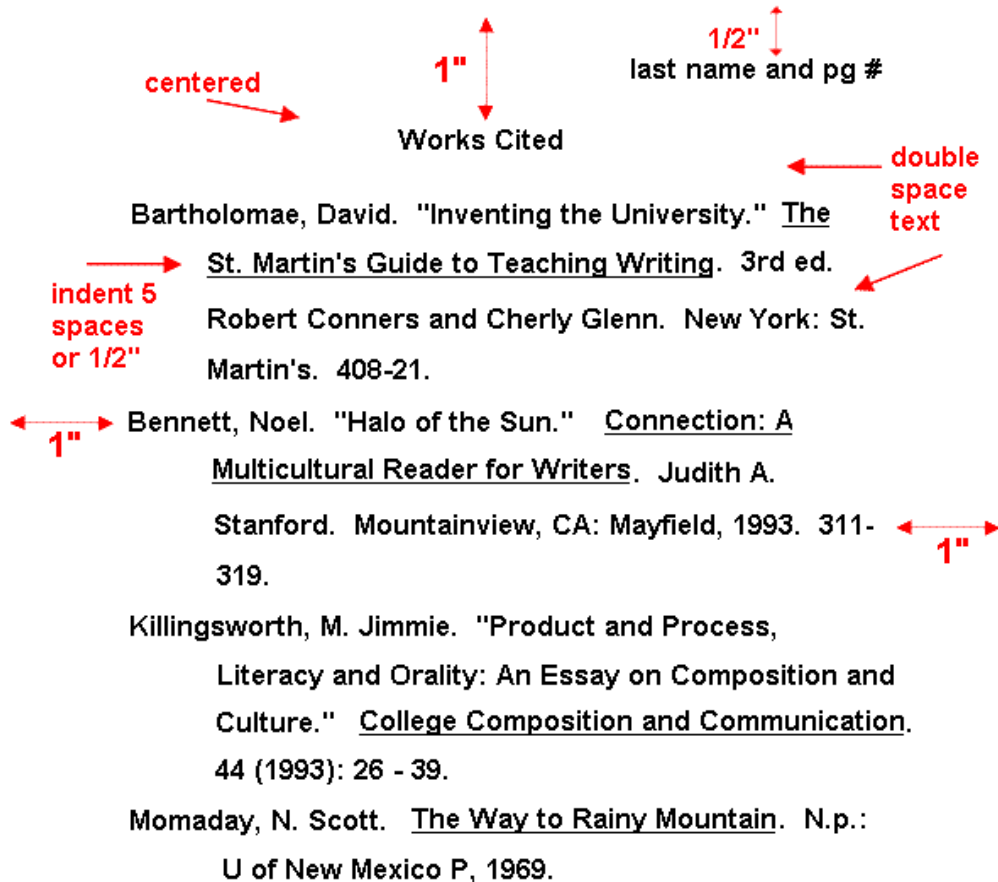
All MYP students will be instructed in the use of MLA and other recognized citation formats to reference information from other sources in their writing. Modern Language Association (MLA) is a type of citation format that is used to document sources that are utilized for academic writing. It consists of both in-text citations and a works cited page.

Additional Websites for MLA Support  
<http://www.easybib.com/>  
<https://owl.english.purdue.edu/owl/resource/747/01/>

## MLA In-Text Citations Examples

- Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).
- Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).
- Human beings have been described as "symbol-using animals" (Burke 3).
- Abraham Lincoln's birthplace was designated as a National Historical Site in 1959 ("National Park Service").

## MLA Works Cited Page Example



## Monitoring Processes:

Trinity teachers may use *Google Classroom*, *Plagiarism Checker*, or other similarity check tools that highlight potential matches to other works, to monitor students submitting their own work with sources referenced where required.

## **Consequences of Academic Misconduct**

If a student is found engaging in one or more of the above behaviors, consequences may include, but are not limited to:

- Receiving a zero on the assignment
- Being placed on Academic Probation
- Redoing the assignment to show proficiency in skills (Grade will remain a zero.)
- Contacting parent
- Conference with principal, teacher and parent
- Suspension

## **Roles and Responsibilities**

Implementing this academic honesty policy is the collaborative work of all the members of the school community, even though each one has a specific role and responsibility. All stakeholders are responsible for ensuring academic honesty. Each member of the team is accountable for upholding this policy with integrity.

**Roles of the Teacher:** The teacher's role is to teach IB learners the academic honesty policy. Teachers will provide training and citation resources for student use at home and in the classroom. All teachers are expected to follow the citation guidelines according to their IB subject area. All teachers will communicate the academic honesty policy with families to ensure clear expectations.

**Roles of the IB Learner:** It is the IB learner's responsibility to produce and submit assignments that represent his/her own work. When the ideas of others are included, this information must be properly cited using a style and format appropriate to the learner's year in the programme. Learners are accountable for understanding the academic honesty policy and for asking clarifying questions at any time. At the beginning of the school year, the IB learner will complete the Student and Parent/Guardian Academic Honesty Policy Signature Page with his/her parents. Whether the academic dishonesty was intended or was the result of inadequate effort, learners will take responsibility for their actions.

**Roles of the Family:** Families and guardians will support Trinity Catholic School's IB MYP Academic Honesty Policy. At the beginning of the school year, the parent/guardian will complete the Student and Parent/Guardian Academic Honesty Policy Signature Page with their student. Families will come to requested meetings to discuss the academic honesty of their students,

along with remaining open to communication from the school regarding this policy. Families will assist their students in understanding the expectations regarding all forms of academic honesty.

### **Acknowledgement and Agreement to the Academic Honesty Policy**

As an International Baccalaureate (IB) learner in the Middle Years Programme (MYP) at Trinity Catholic School, I have read and understand the academic honesty policy.

I realize its importance to my education which is based on the work that I complete with integrity. I fully comprehend and will display the IB Learner profile attributes. These attributes will allow me to realize the IB's mission in both our school community and the global society.

Trinity Catholic School's MYP has high expectations for all students and academic honesty plays a major role in this mission.

Below are the principles of the academic honesty policy that will guide me to be principled and act with integrity as an IB learner:

AN IB STUDENT:

- Work independently (unless given permission by the teacher).
- Create his/her own work both at home and at school.
- Use his/her own words, thoughts, and ideas.
- Give proper recognition through a recognized reference system to authors when using their work.
- Use the resources and websites provided in this policy to help in proper citations and formatting.
- Turn in original work for each subject group and understand that an original paper or project cannot be turned in more than once for different subject groups.

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My signature below indicates that I have read, understand, and agree to abide by the IB MYP Academic Honesty Policy. This knowledge also includes the acceptance of consequences for any policy violation(s).

Student Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the IB MYP Academic Honesty Policy and will support the guiding principles that have been established herein.



Parent/Guardian Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_